**R.SaravanaKumar**

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**Career Objective:**

To work in a challenging and creative environment and be always committed in accomplishing the corporate objective.

**Academic Qualifications:**

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| --- | --- | --- | --- |
| **DEGREE** | **UNIVERSITY** | **CLASS OBTAINED** | **YEAR** |
| Master of Computer Science | Bharathidasan University, India | First Class | 2011 - 2013 |
| Bachelor of Computer Application | Bharathidasan University, India | First Class | 2007 - 2010 |
| HSC | Kunnam Higher Secondary School, India | First Class | 2006 - 2007 |
| SSLC | Kunnam Higher Secondary School, India | First Class | 2003 - 2004 |

**Software Skills**

* **Programming Language : V**B,C++,Java,Asp.net
* **Package :** MS. Office (Word, PowerPoint, Excel)
* **Platforms :** MS-dos, Windows XP
* **EDA Tools :** Visual Source Safe
* **Database :** SQL Server, MS access

**Personal Skills:**

* Excellent communication skills well coped with management skills
* A self-starter and a quick learner
* A team player making the working environment lively
* Taking lead in cultural & group activities
* Ability to finish the new ventures successfully with limited guidance.

**Master Degree Project:**

**Title : MOBILE RETAIL CHAIN**

**Description :** The E-Supply Chain Strategy involves the process of delivering

products to the consumers and jobs to the job seekers through customer care call centers.

**Environment :** ASP.net, Sql server.

**Bachelor Degree Project:**

**Title : HOTEL & LODGE MAINTENANCE SYSTEM**

**Description :** The main aim of this project is to store all the customers details and

Whenever we want retrieve the details from the database

**Environment**  **:** Progress 4 GL

**PROFESSIONAL EXPERIENCE:**

Larsen & Toubro Limited (L&T)

**Duration: Nov 2012 to till Jun 2014**

**Designation** : **Quality Assurance Executive**

**Job Responsibilities:**

* Maintaining, updating, distribute, archive all controlled documents & records in the document control centre.
* Responsible for all controlled documents and records required by ISO & Company procedures.
* Perform periodic audit/ check to ensure practises align with company procedures.
* Measurement & Monitoring equipment verification.
* Assist in establishing work instructions.
* Monitor progress of internal audits and consolidate audit findings and CPA.
* Conduct Document Control System training to new hire and key personnel twice a year
* Familiar with ISO 9001:2000 Quality techniques.
* Arrange necessary documents for submission during project tendering stage.
* Attend kick-off meetings at customers' site for awarded project.
* Attend site meetings, liasing with main contractors and consultants and ensure project quality plan is measured for future audits.

**Dhanalakshmi Srinivasan College of Arts & Science:**

**Duration: Apr 2010 to May 2011**

**Designation**: **Admin Officer**

**Job Responsibilities:**

* Provide general administrative support to associate Dean.
* Liaise with internal and external entities on existing and potential programmers and collaborations.
* I assisted to organize events and activities to promote and generate publicity for the engineering college.
* I handled travel and hotel arrangements for associate dean
* Facilitate meetings and minutes taking sourcing of cost-effective quotations of office equipment's and stationeries
* I had done other duties assigned by associate dean.

**Personal Information:**

Passport No **: K2726520**

Gender **:** Male

Date of Birth **:** 09-Nov -1988

Nationality **:** INDIAN

Marital Status **:** Married

Language **:**  English and Tamil

Expected salary : Negotiable

Availability **:** Immediately