

SIVALINGAM NANJAPPAN
Administration & IT support



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Objective:

To attain a challenging position in operation administrator (Business development) / Admin organization that will enable me to apply my knowledge and skills in the work allotted for me in effectively for the mutual development of the organization.

Educational Qualifications:

- ❖ 2023- M.B.A-Logistics and supply chain management (LSCM) in Jain University at Bangalore, India (I am pursuing).
- ❖ 2014- B.E-Computer Science and Engineering in Anna University at Chennai, Tamil Nadu, India

Work Experience :

- ❖ **MAR 2022- OCT 2023, Altayr Global Trading Fzc Freezone, Dubai, UAE.**

Position Held: Administrative Assistant

Job Description: Organized, detail-oriented, Self-motivated personal assistant with extensive office management, Document handling, Time management, Computer proficiency, Attention to detail, Communication, Adaptability, Problem solving, Customer service, Multi-tasking and Confidentiality. Effectively work in highly pressurized situations, Ability to collaborate, Resourceful, Empathetic, Divergent thinker, Flexible and Versatile, Passionate, Optimistic.

- ❖ **JUL 2018- JUL 2021, Sri Murugan Fuel Station, Tamilnadu, India.**

Position Held: Computer Operator and Cashier (Assistant Manager)

Job Description: Provides leadership, Direction, training and management for operations of the department, Document handling, Customer service, Time Management, Problem solving, Multi-tasking, Confidentiality, Division or systems, Strategic direction for the department.

- ❖ **APR 2014- AUG 2017, Brillio Technologies Private Limited, Bangalore, India.**

Position Held: IT Support

Job Description : Organization, Analytical, Project management, Troubleshooting, Time management, Find a mentor to guide technical writing, Social media management, Network configuration, Hardware deployment, Operating system knowledge, Database management.

Additional Skills:

- ❖ E-commerce
- ❖ Inventory management
- ❖ Warehouse management
- ❖ Worked in Artificial Intelligence (Chatgpt)

Languages:

English	● ● ● ●	Telugu	● ● ● ●	Malayalam	● ● ●
Tamil (Mother tongue)	● ● ● ● ●	Kannada	● ● ● ●	Hindi	● ● ●