# 

**P.SARAVANAN**

**1/40, ALANGUDI,**

**NEERPALANI (PO),**

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**TN- 622 515.**

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PROFESSIONAL SUMMARY:

Possess 10+Years of experience in Administration Dept as Sr.Executive with commercial knowledge in procurements & Contracts. Hands-on exposure in Project Procurement& contracts at various stages of project, bidding process, awarding the orders, Post order coordination & closure of the orders and Maintaining Material Master data.

SUMMARY OF PROJECTS HANDLED:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Employer** | **Project** | **Client** | **Period** | **Role** |
| **KIA MOTORS INDIA (P) LTD** | Auto Mobile -OEM | OEM | 29-Oct-2018 to 20-Oct-2020 | Sr. Executive |
| **Previous Employer** | **Project** | **Client** | **Period** | **Role** |
| HYUNDAI ENGINEERING INDIA LLP | KIA Motors | KIA MOTORS | 22-Jan-2018 to 28-Oct-2018 | Admin coordinator |
| TEAM LEASE SERVICES LTD | Wind Projects  (ASPEN INFRASTRUCTURE LTD) | SKEIRON GROUP | 22-Dec-2016 to 21 Jan 2018 | (Admin cum Welfare ) Sr. Executive |
| CETHAR ENERGY LTD | O&M THERMAL POWER PLANT | ORIENT CEMENT LTD | July-2010 to 21-Dec-2016 | (Admin cum Welfare ) Sr. Executive |

INDUSTRIALEXPERIENCE:

Current Employer : KIA MOTORS INDIA (P) LTD.

Project : Auto Mobile -OEM, Penukonda, Anathapur, AP.

Period : 29-Oct-2018 to 20-Oct-2020

Designation : Sr.Executive

Position : Administration Dept.

Responsibilities held as Sr.Executive: (Business Support)

* Canteen Management
* Plant Indoor Event Management
* Staff Welfare Management
* Furniture Management
* Transportation Management
* House Keeping Management
* Stationary Management
* Vendor Management

INDUSTRIALEXPERIENCE: (Construction)

Previous Employer : HYUNDAI ENGINEERING INDIA LLP.

Project : KIA MOTORS INDIA (P) Ltd, Penukonda Anathapur, AP.

Period : 22-Jan-2018 to 28-Oct-2018

Designation : Admin Coordinator

Position : Administration Dept.

Responsibilities held as ADMIN COORDINATOR: (Hyundai eNgineering india llp)

* Vendor Management.
* Facilities Management.
* Security Management.
* Site House Keeping Management.
* Vehicle Management.
* Maintaining for Stationary stock material.
* Vendor Invoice Activities.
* Overall Site General Affair Activities.

INDUSTRIALEXPERIENCE:

Previous Employer : TEAM LEASE SERVICES LTD,

Project : SKEIRONGROUP (Aspen Infrastructure Ltd), Wind Projects-Anathapur

Period : 22-Dec-2016 to 21-Jan-2018

Designation : Sr.Executive

Position : Administration cum Welfare in Site Office

Responsibilities held as Sr.Executive: (wind project)

* Handled monthly payroll, monitoring daily attendance.
* Vendor Management.
* Facilities Management.
* Canteen Management.
* Maintaining for statutory documents.
* Skilled and Unskilled manpower handling.
* Transportation Management
* Maintaining Accommodation for staff’s.
* Site House Keeping.
* Maintaining for store stock material.

INDUSTRIALEXPERIENCE:

Previous Employer : CETHAR ENERGY LTD, (O&M).

Project : ORIENT CEMENT LTD, (Captive Power Plant), Devapur, Telangana.

Period : July 2010 to 21st Dec 2016

Designation : Sr.Executive

Position : Administration &Welfare in Site Office

Responsibilities held as Sr.Executive: (CEMENT FACTORY)

* Provide executive level administrative support to the General Manager and reporting with a demonstrated ability to improvise procedures.
* Handled monthly payroll, monitoring daily attendance from ERP.
* Maintaining all Statutory Records.
* Maintain Site Employee Welfare.
* Skilled and Unskilled manpower handled.
* Maintaining Accommodation for staff’s.
* Organize the day to day shift vehicles.
* Plant Housekeeping Management
* Operation & Maintenance Shift’s maintaining.
* Plant related purchase management
* Maintaining for store stock material.
* Maintaining Plant Operation Performance Reports.
* Stationary Management

**ACADEMICCREDENTIALS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institute** | **Board/University** | **Period** | **%** |
| MBA  (In Human Resource ) | Sikkim Manipal University | Sikkim Manipal University | 2010-2012 | 74% |
| B.Sc  (Computer Science) | Pavendar Bharathidasan College of arts and science, Trichy | Bharathidasan University, Trichy (Tamilnadu) | 2007-2010 | 70% |
| H.S.C | Government Hr. Sec. School, Mathur | State Board of School Examinations, Tamilnadu | 2005-2007 | 62.2% |
| S.S.L.C | Government High School, Avoor | State Board of School Examinations, Tamilnadu | 2004-2005 | 73% |

SKILLS:

* Ability to achieve desired results.
* Ability to work effectively in Team.
* Ability to manage multiple priorities in parallel through effective judgment and support engineering resources.
* Ability to respond quickly to operational challenges as it may arise.
* Ability to collect information, listen and speak effectively and present information clearly and concisely.

Computer Expertise:

Operating System : Windows 7,8,10 &XP

Application Packages : MS Office

PERSONALDETAILS:

Date of birth & Age : 4thJanuary 1990& 30

Father’s Name : N.Poosai

Gender : Male

Nationality : Indian

Marital Status : Married

Language proficiency : Tamil, English, Telugu &Hindi

Passport No : H8369462

**DECLARATION:**

I hereby solely certify that the information furnished above is true to the best of my knowledge.

**(P.Saravanan)**

**Date:**

**Place:**