

KALA REVATHY @ ANJANAA.R

4/55.6 A.R.S Street, Idaikal, Tenkasi District,

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CAREER OBJECTIVE

To use my Managerial, Problem – Solving, Organizational & Communicational Skills in an Admin Position that will challenge me to continue learning and growing. I want a best platform to explore my talents and implement my creative knowledge into action and can be adaptive to new environment. To secure a position where I can efficiently contribute my skills and abilities to the growth of Organization and build up my professional career.

SUMMARY OF EXPERIENCE

Possessing Two years of vast experience in the field of Administrative Manager as a Computer networking, troubleshooting, strategic planning skills, Resourcefulness, Decision-making skills, Time- management skills, implementation & Computer Literacy skills are involved in multiple Platforms.

EXPERIENCE

ADMIN MANAGER & SECRETARY (2019 to Present)

ESTEEM Consulting Engineers, Madurai

Responsibilities:

- ✓ Managerial Leadership
- ✓ Formulate administration policies and ensure that they are properly implemented and communicate to all members of the workforce.
- ✓ Develop, implement and Evaluate communications strategies and managing clients, employees and general public of initiatives and policies of the company.
- ✓ May assist in the development & monitoring office revenue and Expense Budgets.
- ✓ Diagnoses and Resolves End-user Network or Local Printer problems, Software's Installations, Frequent Backup Storing, PC hardware problems, Mainframe, Email, Internet, WLAN and Local Area Network Access problems.
- ✓ Able to work independently and within a Team-spirited Environment.
- ✓ Provided new technology initiatives and and pro actively participated in weekly & Monthly team meetings with Manager.
- ✓ Maintenance and documentation of all newly installed software packages.
- ✓ Highly involved with the day to day work task and operational support.
- ✓ On-call support and Handling Interview sessions.
- ✓ Managed System access and Firewalls.
- ✓ Perform regular system monitoring and Site Monitoring, verifying completion of scheduled work assignments.
- ✓ Client Queries Handling
- ✓ Making a Company Description Range Reports - Monthly & Yearly
- ✓ Handling Company Website Back-End Works & Company Social Media Maintenance
- ✓ Advertisements / Greetings / Reports / Projects Slides & Documentations & Letters composing.

CERTIFICATION

- ◆ Cisco Certification – Networking - Routing & Switching

EDUCATION

- ♦ **POST GRADUATION:** **MBA (HR)**
Currently Pursuing Master Degree in **Alagappa University, Karaikudi**
- ♦ **GRADUATION:** **BE (CSE)**
JP college of Engineering / Anna University with **First Class** - 2019
- ♦ **INTERMEDIATE:** **HSLC (Computer Science)**
Oxford matriculation hr. sec School, Tenkasi with **75%** - 2015
- ♦ **SSLC**
Spectrum Matriculation hr. sec School, Tenkasi with **85%** - 2013

ACHIEVEMENTS & AWARDS

- ♦ Runner up in zonal level ThrowBall competition and holding the Responsibility as a captain in the academic year 2015.
- ♦ Won First prize in Seminar competition conducted by sivanthi adithanar college of Engineering on topic "Mind Reading Computer"
- ♦ Won First prize in Seminar competition conducted by Sardar Raja college of Engineering on topic "Android Development and its features"

INTERESTS & SKILLS

- ♦ Managing
- ♦ Marketing

ACTIVITIES

- ♦ Organized several activities as a member in "Computer Society Of India" in the academic year 2015 to 2019.
- ♦ Organized as a member of "Art Of Living" in Yoga Vyakthi Vikas Kendra.

PERSONAL STRENGTHS

Self motivated, Honest
Punctual
Passion to learn new things
Positive attitude
Adaptable to any kind of environment

PERSONAL PROFILE

- ♦ Date of Birth : 06/01/1998
- ♦ Marital Status : Spinster
- ♦ Nationality : Indian
- ♦ Known Languages : Tamil, English & Kannada
- ♦ Hobby : Music's & Dancing

DECLARATION

I hereby declare that all information furnished above is true to the best of my knowledge and Belief.

DATE :
PLACE :


(KALA REVATHY.R)