



# Curriculum Vitae

**SENTHIL KUMAR.P**

**Singampunari,**

**Sivagangai Dist, Tamil Nadu, India**

**Email: Senthilsanjai1989@gmail.com**

**Mo.:- +91 6379177020**

## **1. OBJECTIVES:-**

- To occupy a position which exposes me to such an environment where I best utilize. My academic social skills.

## **2. CAREER GOALS :-**

- In long life I see myself as an active configuration, of the organization growth, handling increasing responsibilities in the related fields.

## **3. EXPERIENCE:-**

- 1. Baba Amir Badhusha Matriculation School - 4 Years (2010-2014)**
- 2. Best Annai Teresa Primary & Nursery School - 1 Year (2014-2015)**
- 3. Indiragandhi Matriculation School – (2019-Current)**

## **4. Work Experience in Gulf : More Than 2 Years :**

### **3. AL BASTI & MUKTHA LLC (Dubai) :-**

**Document Controller (Since, June 2015 - May 2017)**

- Project : Sunmarke school- Jumeirah Village Triangle
- Client : Godwin Austen Johnson (GAJ)
- Position : QA/QC Document Controller cum Admin Executive

**Asst. Secretary (QS) (Since May 2017 - 2019)**

- Project : Dubai Creek Residence (6-Towers)
- Client : EMAAR
- Position : QS Asst.Secretary

### **❖ RESPONSIBILITIES :-**

- Distribution of all documents in related to Departments as per Distribution Guide
- Preparation of filling system in compliance with Company's ISO procedures, soft and hard copies
- Preparation of Daily report, weekly Progress Report, Monthly Progress as per the Contract Specification Requirements
- Electronic & hard copy filing as the management
- Coordinating with the client in the activities of Testing and commissioning

- Issuing all drawings as per site requirement.
- Daily updating the reporting the daily manpower report to the client
- Daily Scheduling & Sending the people for the HSE Training
- Arranging Quotation from local materials suppliers
- Monitoring and preparation of timesheets
- Coordinating & arranging Labor, Insurance card, Emirates ID, ATM card, gate pass and visit pass, for all employees.
- Providing camp accommodation and facilities to all employees

❖ **RESPONSIBILITIES :-**

- Composes and types routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms.
- Receives and screens visitors and telephone calls, takes messages, schedules appointments for professional(s) and/or management staff and provides information to callers.
- Schedules and arranges meetings and conferences for professional(s) and/or management staff and notifies interested parties.
- Proofreads and corrects prepared materials for correct grammar, format, completeness, and content.
- Establishes and maintains office files, logs, indexes, control records, or other information concerning the work under the supervisor's control.
- Enters, retrieves, updates, verifies, and deletes information from electronic files.
- Takes minutes or recordings of meetings.
- Maintains confidentiality of documents and information received.
- Keeps informed of office details and advises management of problems.
- Operates standard office equipment.
- Payment Certificate prepared by ERP
- Performs related work as assigned.
- Assist with preparation of the budget
- Reconcile the general ledger
- Establish and maintain supplier accounts
- Ensure data is entered into the system
- Prepare income statements
- Prepare balance sheets
- Assist with the annual audit
- Maintain financial files and records
- Maintain the leave management system\
- Manage the repair and maintenance of computer and office equipment
- Ordering of equipment, materials and office supplies.
- Administer the petty cash system and ensure appropriate record keeping.

**5. ACADEMIC QAULIFICATION :-**

**I. HIGHER SECONDRY (GENERAL STREAM) :-**

**YEAR :-** 2005-2006

**SCHOOL :-** Government Boys Higher Secondary School, Singampunari.

**PERCENTAGE (AVERAGE) :-** 60%

**II. DEGREE CERTIFICATION:-**

**YEAR :-** 2006-2007

**INSTITUTION:-** Alagappa Art and Science College, Karaikudi

**PERCENTAGE (AVERAGE) :-** 55%

### **III. DEGREE CERTIFICATION**

**YEAR :-** 2009-2010

**INSTITUTION:-** Alagappa Art and Science College, Karaikudi

**PERCENTAGE (AVERAGE) :-** 75%

#### **6. COMPUTER SKILL :-**

- M.S Office
- Tally
- Internet & Networking

#### **7. KEY STRENGTH :-**

- Good communication Skill
- Professionalism
- Responsibilities & Proactive Personalities
- Maintain Hard standard of Work
- Trustworthy
- Maintains good correspondence
- Business communication
- Self-motivated
- Pleasant disposition
- Presentable personality
- Multitasking abilities
- Organizing and Planning skills
- Tenacity

#### **8. PERSONAL DETAILS :-**

- **Date of Birth** :- 15<sup>TH</sup> May, 1989
- **Gender** :- Male
- **Marital Status** :- Married
- **Nationality** :- Indian
- **Language Known** :- English,Hindi,Tamil

### **Declaration**

I hereby affirm that all the details furnished above are true to the best of my knowledge and belief.

Thanks.

**Yours Faithfully,**  
**SENTHIL KUMAR.P**



அழகப்பா பல்கலைக்கழகம்

ALAGAPPA UNIVERSITY

(Accredited with "A" Grade by NAAC)

Reg. No. 0506122025

அறிவியற் புலம்

FACULTY OF SCIENCE

அழகப்பா பல்கலைக்கழக ஆட்சிக்குழு

செந்தில் குமார் ப

என்பவருக்கு

இயற்பியலில் அறிவியல் இளையர்

என்ற பட்டத்தை

அதற்குரிய தேவைகளை நிறைவு செய்தமையால்

இரண்டாம் வகுப்பில் ஏப்ரல் 2009 இல் அளிக்கிறது.

பல்கலைக்கழக முத்திரை பெறுகிறது.

The Syndicate of the Alagappa University

hereby confers the degree of

BACHELOR OF SCIENCE IN PHYSICS

on

SENTHIL KUMAR P

with SECOND class in APRIL 2009 for having  
fulfilled the requirements for the degree.

Given under the seal of the University



A. Shrinivasulu

Qomany

Karaikudi

Date : 09-01-2010

பதிவாளர்

Registrar

துணைவேந்தர்

Vice - Chancellor



**ALAGAPPA UNIVERSITY**  
(Accredited with 'A' Grade by NAAC)  
KARAIKUDI - 630 003.

**PROVISIONAL CERTIFICATE**

SI.No.: 08194

DATE 07/07/09

REG. NO 0506122025

*This is to certify that*  
**SENTHIL KUMAR P**  
*has qualified for the Degree of*

**BACHELOR OF SCIENCE**

*He / She having passed*

**PART-I TAMIL**

**in THIRD Class**

**PART-II - ENGLISH**

**in THIRD Class**

**PHYSICS**

**SECOND**

**PART-III**

**major in Class**

**at the Final Examination held in**

**April-2009**

**CENTRE 105**

**DEPUTY CONTROLLER**

**CONTROLLER OF EXAMINATIONS**



கல்விப் புலம்  
FACULTY OF EDUCATION



தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழக ஆட்சிக்குழு

2010

ஆம் ஆண்டு மே மாதம் நடந்த கல்வியியல் தேர்வில்

செந்தில் குமார் ப

என்பவர்

எழுத்துத் தேர்வில் முதலாம் வகுப்பிலும், செய்முறைத் தேர்வில்

முதலாம்

வகுப்பிலும் தேர்ச்சி பெற்றார் என்று தக்க தேர்வாளர்கள்

சான்றளித்தபடி, கல்வியியல் இளையர் என்னும் பட்டத்தை அவருக்குப் பல்கலைக்கழக இலச்சினையுடன் வழங்குகிறது.

The Syndicate of the **TAMILNADU TEACHERS EDUCATION UNIVERSITY**

hereby makes known that **SENTHIL KUMAR P**

has been admitted to the Degree of **Bachelor of Education**, he / she having been

certified by duly appointed Examiners to be qualified to receive the same at the Examination

held in **May 2010** and having been placed in **First Class** in the

Theory Examination and in **First Class** in the Practical Examination.



Given under the seal of the University.

(Dr. M. Jayakumar)

தேர்வாளர்

(Dr. A. R. Veeramani)

பதிவாளர்

(Dr. T. Padmanaban)

துணைவேந்தர்

சென்னை, இந்தியா  
Chennai, India

நாள் 08.02.2011



தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்  
Tamilnadu Teachers Education University  
CHENNAI - 600 005



**B.Ed. DEGREE EXAMINATION  
STATEMENT OF MARKS**

NAME OF THE CANDIDATE

SENTHIL KUMAR P

DATE OF BIRTH

15/05/1989

REGISTER NO.

1190209BD082

MONTH &amp; YEAR

May 2010

COLLEGE CODE

11902

DATE OF PUBLICATION

21/08/2010

NAME OF THE SUBJECT(S)

SUBJECT CODE

MARKS SECURED

INT.

EXT.

TOTAL MARKS  
SECURED

RESULT

**Core Subject(s)**

Education in the Emerging Indian Society

UDAA

18

60

078

P

Psychology of Learning and Human Development

UDAB

18

68

086

P

Educational Innovations and Management

UDAC

18

47

065

P

**Elective Subject**

Guidance and Counselling

UDEE

19

57

076

P

**Optional Subject(s)**

Physical Science Paper - I

UPS1

18

46

064

P

English Paper - I

UEN1

18

41

059

P

**Practical**

Group-A

101

Group-B

099

Group-C

051

Total (Group-A+Group-B+Group-C)

251

P

**Total**

Theory : 428 / 600

Practical : 251 / 400

--- End of the Statement ---

	MARKS	INT.	EXT.	AGRE.
THEORY	MAXIMUM	20	80	100
	PASSING MINIMUM	-	36	50
PRACTICAL	MAXIMUM	-	-	400
	PASSING MINIMUM	-	-	200

## OTHER ABBREVIATIONS

RA - Re-Appear

P - Pass

AAA - Absent



(Dr. M.JAYAKUMAR)

Controller of Examinations