

SATHISH KUMAR E.

Email: sathishkumar@msn.com | web.sathishkumar@gmail.com

Mobile: +91-9444678355

Career Objective:

A forward thinking and much experienced branch administrator, possessing drive, ambition and ability. Having a broad knowledge of organizing, managing and supporting the day to day activities required for running an educational/branch institution. Involved in a wide variety of tasks in areas such as admissions, resource planning and recruitment. Excellent organizational skills gained through all-round administrative experience, now looking for an opportunity for personal development and career progression with a reputable organization.

CAREER HISTORY:

July 2016 - July 2017, 12 Months: Worked as an **Assistant Manager** in Metis Eduventures Private Limited (**Career Power, Adda 247**), Chennai with the following responsibilities.

- Monitored and managed operational activities.
- Interaction w.r.t. team members/faculties/students.
- Inquiries and its follow-ups, documentation of students, activities in branch, financial.
- Class management, Familiar with ERP Systems.
- Batch planning and execution. Revenue Achievement, Marketing.
- Organized Seminar, Workshops, Internal & External Pre-Examination Training.
- Met the public sector Bank officials to get the contract for internal & external Pre-Examination Training of various Posts in Banking and Insurance organization.

April 2015 - July 2016, 01 Year & 03 Months: Worked as an **Executive** in Mahendra Educational Private Limited, Chennai with the responsibilities of Branch Administration.

Feb 2012 - April 2015: 03 Years & 02 Months: Worked as **Documentation Executive** in Sri MVR Logistics Private Limited, Chennai with the Knowledge in the field of Shipping/Logistics import & export activities.

- In-depth knowledge of making Invoices and Packing lists.
- Maintaining and managing the import/export records & files.
- To maintain co-ordination between related department.

EDUCATIONAL BACKGROUND:

- **B.E.**, in Computer Science and Engineering from Thirumalai Engineering College, Kanchipuram District under Anna University, Chennai in the year of 2011. 69%
- **HSC** from Bharathidasan Matriculation Higher Secondary School, Kanchipuram District under Tamil Nadu State Board in the year of 2007. 60.58%
- **SSLC** from Anderson Higher Secondary School, Kanchipuram District under Tamil Nadu State Board in the year of 2005. 51.8%

ACHIEVEMENTS AND RESPONSIBILITIES:

- Successfully conducted Public Sector Pre-Recruitment Training in Chennai for RBI Internal Grade A Officers & Ext. Grade B Officers (Financial Year 2016-17 & 2017-18).
- Conducted the New India Assurance Co Ltd Grade A Officers, Administrative Officers & Assistant Internal & External Training (Financial Year 2016-17).
- Conducted the Institute of Banking Personnel Selection (IBPS) External Training (Financial Year 2016-17 & 2017-18).
- Achieved monthly fortnight closing targets.

ACADEMIC PROJECT:

Title: "Design and Implementation of Wi-Fi HOTSPOT"

Organization: BSNL, *Rajiv Gandhi Memorial Telecom Training Centre, Chennai.*

Description:

Wireless Technology is an alternative to Wired Technology, which is commonly used, for connecting devices in wireless mode. Wi-Fi (Wireless Fidelity) is a generic term that refers to the IEEE 802.11 communications standard for Wireless Local Area Networks (WLANs). A wireless Access Point (AP) is required for infrastructure wireless networking. HOTSPOT is a site that offers internet access over a wireless LAN through the use of a router connected to a link to an internet service provider.

PERSONAL DETAILS:

Permanent Address	:	99, Sundarar Street, Appavu Nagar, Orikkaik, Kanchipuram - 631502. (Tamil Nadu)
Date of Birth	:	21/04/1990
Gender	:	Male
Blood Group	:	O+
Marital Status	:	Unmarried
Father's Name	:	Eswaran S
Nationality	:	Indian
Strength	:	Adaptable, Punctuality, Leadership
Hobbies	:	Sketching, Social Networking
Languages	:	Tamil & English
LinkedIn Profile	:	www.linkedin.com/in/sathishofficial

DECLARATION:

I solemnly declare that all the cited information is true to the best of my knowledge and belief.

Place: Chennai

Date:

SATHISH KUMAR E