

RESUME

SARAVANAN. A

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Objective: A challenging career with a well established company that utilizes and enhances my Skills along with progressive growth of the company.

STRENGTH:

- **Personal Strength:** Communication Skills, Confident & Positive Attitude.

QUALIFICATION:

U.G.

Name of University	:	Madurai Kamaraj University
Name of the college	:	CRM College
Degree	:	B.Sc (Tourism and Hospitality Management)
Percentage of Marks	:	63%
Year	:	2006-2009

P.G.

Name of University	:	Manonmaniam Sundaranar University
Name of the college	:	Sathakathullah Appa College
Degree	:	MBA (HR)
Percentage of marks	:	64%
Year	:	2009-2011

MBA PROJECT DETAILS:

MINI PROJECT

- A study on EMPLOYEE TRAINING with special reference in SEYAD COTTON MILLS PVT. LTD., Tirunelveli.

DESCRIPTION

- Training is used casually to describe almost any effort Initiated by an Organization to foster learning among its members.

MAJOR PROJECT

- A study on EMPLOYEE STRESS MANAGEMENT with special reference in POTHYS TEXTILES, Tirunelveli.

DESCRIPTION

- The study is mainly initiated to find out the employee's stress and to know the reason of the "Increased Absenteeism".
- Each and every category of employees has their own opinion about the stress they feel.

EXPERIENCE:

Company: The Bombay Burmah Trading Corporation Ltd. (The B.B.T.C Ltd), Singampatti Group, Manjolai Estate.

Designation: Asst Section Officer.

Working Since: 01.03.2013 to Present date.

Job profile:

- Administrative assistant, Record maintaining, handling General Correspondence letters, Cash drawing for the sundry payments & Depositing cash in bank and making Despatch Advices.
- Preparing E-invoice & E-way Bill for dispatch.

OTHER QUALIFICATION:

- Computer Skill - DCA
- Fire and Safety Management - IIPHS, Trichy.

EXTRA CURRICULAR ACTIVITIES:

- Organizing Programmes in College Period
- Interested in participating cultural in schools & colleges
- Listening to Music
- Reading Books
- Drawing

PERSONAL DETAILS:

Name : SARAVANAN. A
Father Name : Arjunan. C
Sex : Male
Date of Birth : 28.04.1989
Age : 33 Years
Language Known : Tamil, English
Marital Status : Married
Nationality : Indian
Religion : Hindu
Permanent Address : 30/5, Thai Nagar,
Reddiarpatti Road,
Melapalayam,
Tirunelveli - 627 005.

DECLARATION:

I hereby declare that all statements made in this data are correct to the best of my knowledge and belief.

Place:

Date:

(SARAVANAN. A)