

**ILAYARAJA KRISHNAN**

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Address: 7 18a St, Al Murar – Dubai, United Arab Emirates.



**Present Role: Admin and Operations Manager**

**Personal Details**

- ✓ DOB: 20.04.1988
- ✓ Marital Status: Married
- ✓ Passport No: X8142484
- ✓ Nationality: Indian
- ✓ Visa: Required

**Core Skills**

- ✓ Day-to-Day Operations
- ✓ Payroll Management
- ✓ Vendor Management
- ✓ Supply Chain and Procurement
- ✓ GST, EPF, ESI, TDS - Planning and reporting

**Strengths**

- ✓ Microsoft Office
- ✓ Ability, Interest and willingness to learn.
- ✓ Excellent Communication Skill.
- ✓ Adaptability to Change.
- ✓ Ability to work in shift.
- ✓ Great team worker, diligent and honest.
- ✓ Critical thinking and problem solving Time management.

**Language known**

- ✓ Tamil
- ✓ English

**Campus Project**

- ✓ Line of Control Using GPRS Receiver Using Embedded C Language

**Sports Activities**

- ✓ Table Tennis - Winner On 11<sup>th</sup> sports Day Held at Syed

**Profile**

I would like to be part of an organization which provides an opportunity to utilize my skills to learn and contribute to organization growth. Seeking a position which requiring innovative and creative ideas were continuous learning, sharing and growth.

**Career Graph****SS Hyderabad Biryani Pvt Ltd – Chennai, India**

**Designation: Admin and Operations Manager**

Period: 7 Years, 2016 to April' 2022.

- ✓ Supervising the day-to-day operations of the administrative department and staff members.
- ✓ Developing and improving administrative systems, policies, and procedures.
- ✓ Supply Chain and procurement – Coordinating with backend team to daily basis track of inventory and ordering supplies for restaurant chain.
- ✓ Vendor management – Coordinating with finance team to arrange and release supplier payments on time to avoid supply chain constraint.
- ✓ Payroll – preparing monthly employee payroll list and share with finance team to release employee monthly salary.
- ✓ Tax management – preparing GST, EPF, ESI and TDS report for employee and procurement, then send report to audit and finance team.
- ✓ Generating system Barcode and QR code for restaurant selling products.

**Freelance Website Editor – Chennai, Tamilnadu**

**Designation : Web Editor**

Experience : 1 Year

- ✓ Website day-to-day administration
- ✓ Creation and upgrade of website layout and content
- ✓ Creation of new content and publish
- ✓ Review and validate content based on the customer feedbacks

Ammal Engineering College.  
Ramanathapuram

**First Source Solution Limited – TecciPark, Sozhinganallur, Chennai India,**

**Designation: Airtel Customer Service Associate**

Experience : 8 Months

- ✓ Handle customer complaints and provide appropriate solutions.
- ✓ Respond to customer queries in email and phone
- ✓ Part of Back-office customer support
- ✓ Document customer data.

**The Force – Perungudi, Chennai, India**

**Designation: Senior Executive, Quality Department**

Experience : 1 Year

- ✓ Validating recorded sales call to check quality of customer service
- ✓ Prepare report of customer service call quality and submit report Head of Dept.
- ✓ Coordinate with customer service staff member and provide training to maintain customer service quality.

**Academic Qualification**

- ✓ **Bachelor of Engineering in CSE**–Syed Ammal Engineering College,Ramanathapuram Tamil Nadu, India. 2005-2009
- ✓ **Higher Secondary**– Veludaiyar Higher Secondary School,Thiruvarur, Tamil Nādu, India. 2003-2005
- ✓ **Secondary**– GovernmentHigher Secondary School,Kannirajapuram. Tamilnadu, India. 2002-2003

**Declaration.**

I hereby declare that the above information given by me is true to the best of my knowledge and belief. I assure you that I will be a successfully person in your concern by fulfilling my duties and responsibilities.

Date:

Yours Faithfully,

Place:

Ilayaraja Krishnan