



PA: #189 Ramakrishna Nagar
Viralimalai, Pudukkottai
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CA: Dubai, UAE.



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Saransp1611@gmail.com

OBJECTIVE

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

SARAVANAN PANDIAN

EXPERIENCE

Jan 2020 – Till Now

Administrator • SJS Engineering Pvt Ltd., Trichy.

Aug 2017 – Nov 2019

Administrative Assistant • Book Corner LLC, Dubai.

Aug 2012 – Jul 2017

Administrator • Alfa Engineers, Chennai.

Aug 2011 – Jul 2012

Supervisor • Liong Hup Soon Trading Pvt Ltd., Singapore.

Feb 2009 – Jul 2011

Office Administrator • St. Joseph Polytechnic, Pudukkottai.

Jul 2006 – Dec 2008

Administrator • Santosh University, Ghaziabad, Delhi.

Jul 2005 – Jun 2006

Computer Operator • Alfa Engineers, Viralimalai.

Jun 2003 – Jun 2005

Administrator • Vigna Appliances, Pondicherry.

EDUCATION

Bharathidasan University, Trichy.

- Master of Science in Information Technology, 2003.
- Bachelor of Science in Physics, 2001

PERSONAL PROFILE

Fathers Name : Pandian. S
Date of Birth : 01 Jun 1981
Marital Status : Married
Nationality & Religion: Indian & Hindu
Passport Number : Y1830470

PROJECT

Title: HRMIS – Human Resources Management Information System
Clint: Rane TRW Pvt Ltd., Viralimalai.

This Project is developing a HRMIS for the HR Department.

HOBBIES

Music, Reading, Driving

Visa Status: Visit Visa (Valied to 29.11.2024)