

SHANMUGASUNDARAM CHELLAM

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Now in Visit Visa | Staying in Dubai



Career objective

A self motivated professional seeking an opportunity to use my strong organizational skills and past experience for securing an administrative position within reputed companies. With 5 years of experience successfully provided administrative and secretarial support to all departments. Can perform well as a team player with my proven ability and can work successfully in tight schedules and deadlines. Proficient in a range of computer applications.

Profile summary

Organised and efficient administrators who can skilfully handle various tasks demands with calm composure and efficiency. Experienced in dealing with confidential issues as well as managing the schedules of high level administrators and collaborating with all departments in order to produce the desired results. Specialised in analysing data and preparing detailed yet concise reports. Over 15+ years of experience in Libya and India.

Strengths

- Maintained database with student information, employee records, billing details, and categorizing for all relevant information.
- Addressed many complaints or issues, taking immediate action to resolve problems and assured everything was operating smoothly.
- Made sure office materials are in proper supply and computer software was updated timely.
- Demonstrated record of working independently or closely with senior staff, professional peers and company employees in fast-changing business environments.
- Deal with customers with excellent interpersonal skills.
- Operated a variety of standard office machines and equipment including computer, and printer.
- Maintained confidentiality and security of negotiations as well as sensitive information and files.
- Analyzed situations and took appropriate action regarding routine procedural matters without immediate supervision.
- Good knowledge of mathematical skills to prepare a variety of reports.
- Performed varied and responsible secretarial duties to assist in the coordination of department programs and services.
- Collaborated with staff on wide behavior management plan aimed at increasing cooperation.
- Supported the budget process through preparation of purchase requisitions, placing orders and budget tracking.
- Proficient in Microsoft Office, and various other computer programs.

Languages known

English : Fluent (speaking, reading, writing)
Tamil : Native language (speaking, reading, writing)
Malayalam, Arabic, Hindi : Basic

Professional experience

Position : **Administrative Coordinator**
Company : **Sree Vaikundar Polytechnic College, Nagercoil, Tamilnadu, India**
Period : **December 2013 to September 2019**

Routine responsibilities

- Updating administrative records of each student progress and encouraging student to respect the technology they are given to work with.
- Organizing and participating in all relevant subject related visits and field trips.
- Principal in charge for one academic year.
- Create and update records and databases with personnel, financial and other data.
- Maintained documentation to support college accreditation, licensure and quality assurance.
- Compiled various reports relating to a range of confidential and sensitive issues.
- Organized events and activities for the college at the city and state level.
- Assisted the council in maintaining the administrative functions of the institution.

Past experience

- **October 2007 to August 2013:** Assistant Lecturer in Al-Margeb University, Al-Khooms, Libya.
- **July 2005 to September 2007:** Assistant Lecturer in Sun College of Engineering and Technology, Nagercoil, Tamilnadu, India.
- **June 1999 to May 2003:** Instructor in Udaya School of Engineering, Nagercoil, Tamilnadu, India.

Academic qualification

- **2005: M.E.** in Computer Science with 70% from Sathyabama Institute of Science and Technology, Chennai, Tamilnadu, India.
- **1999: B.E.** in Computer Science with 60% from National Engineering College, Kovilpatti, Tamilnadu, India. Affiliated to Manonmaniam Sundaranar University.
- **1996: D.E.E.E.** in Electrical and Electronics with 86% from Government Polytechnic College, Nagercoil, Tamilnadu, India. Affiliated to State Board of Technical Education.

Personal data

Nationality : Indian
Gender : Male
Marital status : Married
Date of birth : 27th September 1974
Passport no : T3678024
Visa : Visit Visa
Permanent address : Manalivilai, Ammandivilai 629204, Kanyakumari district
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I hereby declare that the details furnished above are true to the best of my knowledge.

Dubai
December 2019

Yours sincerely,

(Shanmugasundaram Chellam)