

R.VELMURUGAN

SENIOR CLIENT SERVICE EXECUTIVE

STRENGTHS

- Taking care of the Complete Operations for the Entire Advt. campaign (Creative, Approval, Dispatch & Release)
- Taking care of Social Media Post coordination, Website updates.
- Handled office administration & in-charge recovery - payment (collection from client)
- Coordination with Media Department – Preparing RO, Advertisement material dispatch and collecting voucher copies.
- Handled Production Department - printing hand leaflet, booklets, flex printing, display boards, hoardings, bus shelters and back panels, caps, t-shirts, coffee table books etc.
- PR Activities – Handled various PR activities for ONGC in various places in Tamilnadu, Coordination with officials of ICF, Southern Railway & DIPR Tamilnadu for PR activities



WORKING EXPERIENCE

Organization

VENTRURES ADVERTISING PVT LTD.,
Nandanam, Chennai,

SENIOR CLIENT SERVICE EXECUTIVE
(Sep 2018 to June 30, 2020)

- Reporting to Branch Head
- Handling Clients Chennai - Chennai Smart City Limited, Reserve Bank of India & Airport Authority of India, ONGC

ORGANIZATION

ENTHRALL COMMUNICATIONS PVT. LTD.,
Chennai – 600 030

SENIOR CLIENT SERVICE EXECUTIVE
(Oct 2007 to August 2018)

- Reporting to MD & GM – Operations
- Clients Handled: ICF, Southern Railway, Chennai Telephones, BSNL – TN Circle, ONGC, Income Tax Department – Chennai, Tamil Nadu Tourism, EDII & Tamil Nadu DIPR Accounts effectively for Advertising Campaign Releases

BUZZ WORKS BUSINESS SERVICES (P) LTD.
Worked as a Senior Business Executive
(4 Years, April 2003 - Oct. 2007)

EVENTS HANDLED FOR VARIOUS CLIENTS:

TAMILNADU TOURISM:

Vaazhai Thiruvizha, Summer festival 2011, World Tourism Day.

ONGC:

Many Events in various places in Chennai, Pondicherry, Karaikal, Kumbakonam, Madurai and Allepey

INCOME TAX DEPARTMENT :

Mini Marathon in Chennai Marina Beach, Income Tax Day, Republic and Independence Day Celebration.

AIRPORT AUTHORITY OF INDIA:

Stone laying function for Trichy Airport by Hon'ble Prime Minister by Video conference.

CHENNAI SMART CITY LIMITED :

South India Smart City Review Meet, Run for Unity - a Mini marathon, Mega Street Project Launch)

TECHNICAL SKILLS

Packages : DCA (Diploma In Computer Application)
M/S Word, Excel, Power Point.

Typing : Type writing (Lower) – English

PERSONAL DETAILS



Ramalingam.K



09-05-1978



B.Com



Indian



No.24, Tiruvengadam Street,
Senthivelan Nagar, Devarajapuram,
Pattabiram. Chennai-600 072.



Tamil & English



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