Naveen Kumar K

16/10/1990 ▪ Indian ▪ blessingto.naveen@gmail.com ▪

+91 9791084488, +91 9500064175 ▪

**Experience**: I have a 64 months of experience in administration.

In this stint have acquired strong professional and organizational skills.

# Address

No 24/10 1st Floor Vasantham Garden Flats East Avenue MKB Nagar Vysarpadi Chennai Tamilnadu, India – 600039.

# Employment Objective

To secure a position in a reputed firm, where I can contribute my knowledge and skills for the organization and also grow professionally and pursue my interest of establishing a career in the corporate world.

# Work History

## Vodafone Private limited ▪ Chennai ▪ India

### Back End Executive

06/2014 – 01/2015

* Analyzing and verifying for feeding of all the Customer information into the Vodafone software for final submission and activation
* Assisting manager in daily sales report count and ensuring the accuracy of all data with the team members.
* To record all the new mobile numbers in Ms Office Excel.
* To accept all the cheque payment for final process.
* To verify the customer related cafs and then seal the same then make ready for runner's dispatch.

## Tamil nadu Govt Cable Tv Corporation ▪ Chennai ▪ India

### Admin Section Assistant

02/2015 – 02/2017

* Daily Attendance of all the five district staff are monitored through company software and recording the same for future actions.
* Handling five districts of Govt E seva Centres from Head office.
* Coordinating with the Deputy Mangers and Assistant Managers of the particular district about daily operation of CSCs and cable tv divisions.
* Consistent mail communication about the revenue and revenue less area also about success running of services to Head Office Managers, District revenue Officers and finally Managing Director.
* Working on contingent files for further purchase for development and maintenance.
* Coordinating with vendors for any delay in supply of materials to the district.
* Monitoring on all Aadhar services, Certificate services and reporting to the higher officials.

## CSC e governance services India Ltd ▪ Thiruvallur ▪ India

### District Coordinator

03/2017 – 09/2018

* Worked on the development and implementation of new services by CSC e Governance India limited in Thiruvallur District.
* Training conducted for new services for all Village Level Entrepreneurs.
* Monitoring on soft launch of the new service also continue to work on the same for balanced run.
* Prior approval of PMGDISHA project based daily report updating in the portal.
* To verify the newly registered computer centres for approval as new Village Level Entrepreneurs and also early VLE centres on daily basis.
* Follow up to all the Village level Entrepreneurs for attending all the new service training.
* Attending monthly review meeting with the District Collector and also with the Sate Operation Head also daily sales report consolidation by EOD.
* Escalating all the issues and other related queries to State Operation Head on daily, Weekly, Monthly basis.
* Awarded Employee of the Month twice for performing good work.

## Arunodhaya centre (NGO) ▪ Chennai ▪ India

### Administrative Officer

03/2019 – 03/2020

* Monitor daily attendance and arrival of admin staff also to follow them for smooth admin section works.
* Visiting organisation website on a daily basis to update about new programs and view the visitors’ detail.
* To verify the confidential records and files of the company on a daily basis to record them safely.
* Supporting the account section in checking all the bills, Vouchers, Cheques and also to make TDS payments on time.
* Visiting market places for finding out the lowest price and quality materials to purchase in the office budget.
* Weekly once visit to all the field offices.
* Coordinating and arranging necessary needs for any office meetings and programs
* To confirm all the Landline bills, postpaid bills, Electricity bills and other taxes are being paid on time.
* To check up files and registers of the office are maintained properly.
* To consolidate Annul report and any other program reports until it is completed.
* Always in checking mails and revert them immediately in the organisation mail address
* To support the company’s Executive Director in any order or to make any updates on upcoming programs.

# Education

## Mercury Matriculation Higher Sec. School ▪ Chennai ▪ India

### Tenth standard

06/2005 – 05/2006

## Panimalar Polytechnic College ▪ Chennai ▪ India

### Diploma in ECE

06/2008 – 05/2011

## Panimalar Engineering College ▪ Chennai ▪ India

### Engineering ECE

06/2011 – 05/2014

# Skills

## Languages

Tamil Native

English Full

## Skills

Microsoft Office Professional

Mail Communication Professional

Website handling Native

Social Media Knowledge Native

Google stuffs Limited

## Interpersonal skill

Accuracy ■■■■□

Team Player ■■■■■

Time Management ■■■■□

 Loyalty ■■■■■

**Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**(Naveen kumar K)**