**GOPINATH G**

Mobile No: 8939225603|| Email id: g.gopinathmsc@gmail.com

22/21 Puzhal Murugesan Street, Perambur, Chennai 600011

# *CAREER OBJECTIVE:-*

Results-oriented professional with 7.5 years of Non-IT experience and a proven knowledge of customer oriented service and admin records management. Aiming to leverage my skills to successfully fill the Officer role at different industry/company

***EDUCATION QUALIFICATIONS:-***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination****passed** | **Name of University /****Institution** | **Subject details** | **Month & Year****of passing** | **Percentage Marks obtained** | **Class / Division** |
| **M.sc** | Mohamed sathak college of arts & science(Affiliated to University of Madras) | Computer Science | April 2012 | 77% | First Class |
| **B.sc** | Vel’s college of science(Affiliated to University of Madras) | Computer Science | April 2010 | 63% | First Class |
| **12th** | E.L.M Fabricius higher secondary school(State Board) | Computer Science | March 2007 | 52% | Second Class |
| **10th** | E.L.M Fabricius higher secondary school(State Board) | General | April 2004 | 51% | Second Class |

***EXPERIENCE:***

**G K international Choolaimedu, Chennai**

*Office Admin 02March 2020 to 30November 2021- 1years+9months*

**Job Description:**

Greet visitors to the appropriate offices, conduct clerical duties, answer phone calls, respond to emails and prepare documents.

Coordinates project deliverables, schedule meets and travel arrangements for senior members of the company, provide administrative support for operations team, received the courier, postal and billing products, Housekeeping management

**ENN GEE DRESSES, Perambur High Road, Chennai**

*Admin Officer 05April 2016 to 13Jan 2020- 3years+8months*

**Job Description:**

Answering telephone calls, respond to emails, schedule meet, maintains company records, handle the budget, Manual Bills, office reports, invoice and provide customer service.

Call to Clients, Direct walk-in Clients, Communication (Email), Professionalism Customer Service and cash handle (deposit/collection) and Proficiency in Microsoft Office.

Other office activities.

**GVK EMRI, Triplicane, Chennai**

*Emergency Response Officer (Health care BPO) 04Oct 2013 to 30March 2016- 2years+5months*

**Job Description:**

Receives the calls, Records the required critical information, if it is Emergency, dispatches the ambulance from the nearest location with the help of the GIS Map and calls the EMT on the ambulance and provides the information and conference the caller with

Emergency Response Officer work to answer all incoming calls through 108 lines. To identify the emergency call and collect the necessary information. To inform the appropriate agency for responding to the emergency

**KOCHAR INFOTECH INDIA PVT LTD, Ambattur, Chennai**

*Technical Support Executive (Telecom BPO) 05March 2013 to 09Sep 2013*

**Job Description:**

Handset Errors and Solutions, Network Connectivity related[Browse/Download], Installation with Snapshots[PC Suite, USB, WINDOW (XP,7,8), WIFI, Bluetooth Configurations],3G Related[Connectivity issue, Video Calling with 3G,3G Network Selection], GPRS issue on Handset[Common and Manual Settings]No Signal, Loading Browsing TROUBLESHOOT and Dialup Connections.

# *MY SELF:-*

Father’s Name Govindasamy
Mother Name Alamelu

Date of Birth 14/12/1988

Marital Status Unmarried

Gender Male

Nationality/Religious Indian/Hindu

Language Known Tamil/English

# *DECLARATION:-*

I  **Gopinath G** declare that all the information provided in the resume are true, complete and correct to the best of my knowledge and belief. I also understand that if at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts my candidate may be summarily rejected or employment terminated.

Signature of the Applicant

Place: **Chennai**

Date: (GOPINATH G)