**SUNDARARAJAN K**

**Mobile: +91 9962886841**

**E-Mail:** **sundarkothand@gmail.com**

**OBJECTIVE:**

**Aim is to be associated with an organization that provides an opportunity to show my skills and improve self-knowledge with latest technologies, towards the growth of the organization.**

**ACADEMIC QUALIFICATION:**

* **Master of Business Administration (Human Resource Management) from Annamalai University in 2019.**
* **Bachelor of Science in Mathematics from University of Madras in 2005**
* **12th from Govt Hr.Sec.School, State Board in 2002.**
* **10th from Govt Hr.Sec.School, State Board in 2000.**

**Work Experience:**

 **Infosys Ltd (Contract Job). [Mahindra World City, Chengalpattu]**

* **Duration: Nov 2016 – Till date**
* **Role Played: Admin/Front Office.**
* ***Nature of Job*:**
* **Preparing Documents/Reports**
* **Visitor, Client/Vendor Management System**
* **Material Movements (ALS-Asset Logistic/Management System)**
* **Bill Process (Bill Register)**

**Apollo Hospitals [Greams Road, Chennai]**

* **Duration: May 2014 – Sep 2016**
* **Role Played: Store Associate.**
* ***Nature of Job*:**
* **Receive, pull stock, store, and maintain inventory**
* **Issuance of materials and supplies to all departments in the organization**
* **Preparation of requisitions for supplies and materials**
* **Keep documentation of materials and supplies issued**
* **Preserve records and prepare related reports.**

**Lotus Footwear Enterprises. [Mangal, Cheyyar]**

* **Duration: Mar 2009 – Jan 2010**
* **Role Played: Shipping Trainee [Export Dept.]**
* ***Nature of Job*:**
* **Online Booking for Shipment.**
* **Forwarder Payment Process.**
* **Consigning Document process.**

**COMPUTER SKILLS:**

**Microsoft Office – Word, Excel & PowerPoint.**

**Activities & Achievements:**

* **Achieved RnR Excellence award for Special Recognition category in Infosys Limited.**
* **Attended First Aid Training Program, Conducted by St. Johnson Ambulance Chennai.**
* **Attended Fire Evacuation/ Mock Drill, Conducted by Usha Fire & Safety.**
* **Hobbies: listening music, cooking.**
* **Strength: Enjoys responsibilities, quick learner, always look forward.**

**PERSONAL VITAE:**

* **Date of Birth : 29-Jul-1985**
* **Father Name & Occupation : Mr Kothandan, farmer.**
* **Mother Name & Occupation : Mrs Thillaiyadi , Housewife.**
* **Permanent Address : 378, School St. Naduppattu Vill, Arni TK,**

 **Thiruvannamalai Dt.632616**

* **Languages Known : Tamil and English.**

**DECLARATION**

**I certify that the details furnished above are true to the best of my knowledge.**

**Thanking you.**

**Place: Chennai yours sincerely,**

**Date: \_\_\_/\_\_\_\_/\_\_\_\_\_. [ S u n d a r a R a j a n ]**