B.SASINDRAN

**Mobile:** +91-9488826982

**Mail to:** indran013@gmail.com

# CAREER OBJECTIVE

To become a successful professional in the hardware and IT domain and rendering excellent services to meet the organization goal and objectives and be a partner in company's growth prospects.

# PROFESSIONAL EXPERIENCES

1. **Designation :** Purchase Administrator.

Company : Manpower Group Service India Pvt Ltd.

(Client’s place NCR Corporation India Pvt. Ltd.)

work year : (22/03/2013 to 21/08/2013).

1. **Designation :** System Administrator. Company : Arcturus Groups of individuals. work year : (5/01/2016 to 12/09/2016).
2. **Designation :** Operator

Company : R.V.industrial services contract basis in Eaton power quality Ltd. Work year : (01/02/2019 to Still working).

# Roles & Responsibilities:

* + Working with Formulas & Functions in Microsoft Excel 2007 – vlookup, vlookup in reverse order, pivot tables, charts and dashboards, SUM, AVERAGE, MAX, MIN, SQRT, TODAY,COUNT FUNTION,etc.
	+ Working with windows 7 platform 64 bit, Browser Internet Explorer
	+ Purchase of entire material for project execution.
	+ Close monitoring of Procurement, receipt, storage & issue of materials.
	+ Will be responsible for overall procurement and purchase activity.
	+ Strong negotiating skills and analytic skill.
	+ Services on a best price / best quality basis..

# CERTIFICATIONS

* + - Certified **SERVER ADMINISTRATROR** (System Engineer Certified Engineer) professional from **MS WINDOWS 2008**

(**ID: 529RG1108012**)in May’ 2012, and pursuing **SERVER ADMINISTRATOR MS WINDOWS (Security) from HCL Career development centre in Puducherry.**

* + - * Typewriting in English (30 Words per Minute in first class).
			* Typewriting in English on computer, **Grade “A+”** (40 Words per Minute).

# EDUCATIONAL QUALIFICATION

Academic Qualification: B.Tech (Information Technology)

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| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **Place** | **Percentage** | **Year of Passing** |
| **B.Tech (I.T)** | Rajiv Gandhi College of Engineering, Affiliated to Pondicherry University | Puducherry | 64.1% | 2012 |
| **HSC** | V.O.C Govt.Hr.Sec. School, Puducherry. | Puducherry | 53 % | 2005 |
| **SSLC** | Tiruvicca.Govt. Hr.Sec. School,Puducherry. | Puducherry | 81.4 % | 2003 |
| **Server Administrator** | HCL Career Development Center | Puducherry | 95% | 2012( 6Months) |

# PERSONAL DETAILS

Permanent Address : No.3 Nethaji Street, Kamarajar Street Extn, Murungapakkam.

Puducherry – 605004.

Date of Birth : Mar’ 03, 1987

Marital Status : Single

Alternate Mobile No : +91-9488826982

Alternate Email ID : indran013@gmail.com.

# DECLARATION

I B. Sasindran, hereby declare that the above particulars are true to the best of my knowledge and belief.

# Date :

**Station : (B.SASINDRAN)**