**ANUP SASEENDRAN**

**Name:** Anup Saseendran

**Email:** anup90mech@gmail.com

**Contact No:** +91-8982214776, 7987936248

**Career Summary:**

To work as Admin Executive with above 3 years of experience will be fully utilized in providing quality and efficient administrative support to the company’s activities, and ensuring its smooth running. Qualified BE Mechanical Engineering Course from Rajiv Gandhi Prodhyogiki Vishwavidhyalaya. I am Seeking a position in an organization which will enable me to apply my technical knowledge and caliber for the betterment of organization and provide a platform of challenge and high learning to me. As currently I am an Administration executive I have got lot many things to learn to how to look over the entire organization and as an ADMIN I have done it all though, by looking on to each and every employees safe side and the client’s requirements/needs & I am honored to mention my views and knowledge which I have gained till the time.

**Personal Skills:**

* Technical Skills
* Incoming mails sorting out
* Managing office supplies
* CCTV operations
* Appliances Service management
* Travel arrangements
* Vendor management
* Housekeeping team supervising
* Security guards supervising
* Maintaining office records
* Client’s relationship
* Quick Learner & Punctual

**Work Experience:**

**NorthOut Solutions Pvt. Ltd: Jan 2020-May 2020**

**Designation:** Office Manager

**Rave Infosys Pvt. Ltd: Sep 2017-July 2019**

**Designation:** Administration/HR/IT-Hardware

**Job Profile:** (HR)Screening New joinees, documentation, process recruiting, event management, event organizing. (IT)Major hardware issues sorting, minor software issues resolving, systems allocation. (Admin)Handling security, AC’s maintenance, Generator management, CCTV, transport, clients handling.

* Full office premises maintenance ie: employee engagement, appliances etc.
* Maintaining full detailed reports and data maintaining of monthly stuff.
* ADMIN sessions for new joining.
* VISA’s processing.
* Proper guidance for the office boys & security guards.
* Self managed Office renovation with self designing.

**Tele performance Pvt. Ltd: Nov 2015-Sep 2017**

**Designation:** Administration Executive

**Job Profile:** Handling Security, Electricians, AC operators, Access cards, Fingerprint scanning, Responding on mails, CCTV, CAB & Transport, Clients.

* To ensure the punctuality and regular attendance of the staff (Housekeeping, Security guards, electrician, AC operator, DG operator, Office boy and others.)
* Managing day to day purchases of office requirements, preparing purchase request order and getting approval, and maintained the record of the same.
* To ensure proper housekeeping, safety and security of the Company properties.
* Routine checkup of the whole premises & gets the maintenance work done at the earliest possible.
* Handling and dealing with the escalated admin related queries of employees.
* Proficient in handling Access control system, Analyzing data on daily basis.
* Oversee receptionist area, including greeting visitor’s & responding to telephone in person requests for information.
* Coordinate inventory supplies, and travel arrangements for production staff/Clients.
* Greet numerous visitors, including VIP’s, vendors & interview candidates.
* Assisted with event planning including logistical arrangements.
* Communicated effectively with multiple departments to plan meetings and prepare welcome packages for new students. Established strong relationships to gain support and effectively achieve results.
* DVR Footage checking.
* Clients relationship managing.
* Technical executive issues resolving regarding headsets, access cards.
* Full premises handling i.e. Emergency alarms, Employees safety, RO plant maintenance, Vendors handling.
* ADMIN sessions for the new batches.

**ASUS International in Tele performance Pvt. Ltd Aug 2015-Nov 2015**

**Designation:**Technical Support Executive

* Asus Technical support.
* Issues resolving regarding Smartphones, Laptops, Cool pads, TV, Routers.
* Hands on experience in Case tagging/Resolutions at real time.
* Speech training for the new trainees.

**EICHER Tractor/Vishnu Engineering Works: May 2014-July2015**

**Designation:** Quality Control Analyst

* Worked in the Quality Department in Vishnu Engineering Works Ltd.
* Fabrication work according to the client’s needs.
* Handling Hammer drills.
* Production press
* Eicher tractor front axle manufacturing.

**Education Qualification:**

**BE: March 2010-May 2014**

RKDF College of Engineering

* Specialization in Mechanical Engineering
* 45 Days of Internship in Bend Joints Pvt Ltd. Analyzing Boiler parts and pipes

Fabrication work, crane operation, huge steamers.

**Skill Sets:**

* Installation of O.S. - Windows 9x, 2000 professional, XP, Vista, Windows 7 and Windows 8.
* Excellent communication and team dynamics skill.
* Team Management.
* Customer relationship skills.
* Knowledge of the business processes of clients.
* Management skills.
* Good verbal and written communications skills.
* Able to monitor and manage progress of tasks.
* Ability to identify problems and note trends.

**Extra-Curricular Activities & Co-curricular Interest:**

* LAN gamer.
* Interested in Drawing (Especially Automotive).
* Interested in bikes and cars designing.
* Interior Wall decors.
* Automotive decal designer.
* Mechanical engines repairing.

**Language Proficiency:**

* English
* Hindi &
* Malayalam

**Personal Details:**

* Email ID : anup90mech@gmail.com
* Cell No : +91-8982214776
* Date of Birth : 2 November 1990
* Father’s Name : KR Saseendran
* Mother’s Name : Sumangala Saseendran
* Nationality : Indian
* Engineering Stream : Mechanical
* Marital Status : Married

**Declaration:**

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

**ANUP SASEENDRAN**