

RESUME

R. Boominathan

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Career Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

Work Experience

1. **Supervisor - September 2020 – December 2021**
Sreeni Supermarket, Andipatti, Theni – Tamilnadu

Responsibilities:

- Manage retail staff, including cashiers and people working on the floor.
- Meet financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Formulate pricing policies.
- Ensure pricing is correct.
- Work on store displays.
- Attend trade shows to identify new products and services.
- Evaluate on-the-job performance.
- Ensure merchandise is clean and ready to be displayed.
- Approve contracts with vendors.
- Maintain inventory and ensure items are in stock.
- Keep up with fluctuating supply and demand.
- Ensure promotions are accurate and merchandised to the company's standards.
- Utilize information technology to record sales figures, for data analysis and forward planning.
- Ensure standards for quality, customer service and health and safety are met.
- Monitor local competitors.
- Ensure hours of operation are in compliance with local laws.
- Maintain store's cleanliness and health and safety measures.
- Organize and distribute staff schedules.
- Help retail sales staff achieve sales targets.
- Handle customer questions, complaints, and issues.

2. **Program Producer August 2016 – July 2020**
IBC Tamil (Muthamiz malai media private limited) Chennai

Responsibilities:

- Selecting topics and scripts for plays, commercials, shows and films
- Auditioning and selecting cast members along with state or film crews
- Approving the financial and design aspects of a production
- Overseeing the production process including performances and lighting
- Managing the post-production process including a performance's overall tone, music selection, editing and special effects
- Ensuring a project stays within budget and on schedule

3. Reporter cum Post production November 2014 - July 2016

Puthuyugam TV - Chennai.

Responsibilities:

- Collecting, verifying and analyzing thoroughly newsworthy information
- Assembling findings into a stable story
- Writing and delivering news stories with the reader's perspective in mind
- Collect, verify and analyze thoroughly newsworthy information
- Assemble findings into a stable story
- Publish or broadcast news stories
- Receive assignments or investigate news leads/tips
- Abide by journalism's ethics and codes
- Contact, interview and research sources
- Maintain notes and audio recordings
- Cooperate with reporters, chief editor, producers etc
- Stay up-to-date with the latest current events in the "beat" by studying papers, attending events etc.
- Keep up with all the local and global happening
- Cover a wide variety of stories
- Conduct and schedule interviews
- Track influencers' work
- Plan, edit, and write stories and articles to be broadcasted
- Verify information provided by interviewees
- Finalize news content
- Keep up with deadlines as timeliness is extremely important
- Follow news events and other media sources to stay informed
- Help prepare the set with lights, props, equipment etc.
- Print and distribute daily paperwork (e.g. scripts, call sheets)
- Perform administrative work (answering phones, paperwork etc.)

Education Qualification

COURSE	INSTITUTION	COURSE COMPLETED	PERCENTAGE
M.Sc. Electronic Media	PSG College of arts and science. Coimbatore, India	May 2014	68%
Bachelor of computer application	Dr. NGP arts and science College. Coimbatore, India	May 2012	60%
+2 (HSE)	Vivekananda Higher Secondary School. Madurai, India	May 2009	62%

Area of Interest

- Administrator
- Program Producer & Reporter
- Sales Coordinator
- Customer relationship officer
- Cashier
- Store keeper

Software known

- Basics-Premier pro 2018, Final cut pro 7
- MS Word
- Excel

Skills

- Reporting
- Scripting
- Post production work

Portfolio

- <https://www.youtube.com/watch?v=HRX3k4ExTJQ>
- <https://www.youtube.com/watch?v=p2k11-FrsiE>
- https://www.youtube.com/watch?v=SSt_aihTKMQ
- <https://www.youtube.com/watch?v=TQhicbjFsh4>
- <https://www.youtube.com/watch?v=Rf9Z2HquR4E>

Languages

- English
- Tamil
- Kannada

Co-Curricular

- Participated in District level scout camp held at Thirumalaikeni.
- Participated in NSS Camp held at Maruthamalai.
- As a NSS volunteer, participated in “World Tamil Classical Conference” held at Coimbatore on June 2010

Personnel details

Father's Name	:	Mr. Ramamoorthy P
Birthday	:	June 04, 1992
Gender	:	Male
Marital Status	:	Single
Address	:	Kothapatti(PO), Aundipatti, Theni – 625512 (India – Tamil Nadu)
Passport No.	:	S3522741
Place of Issue	:	Madurai
Visa Details	:	UAE Visit Visa valid to 10/4/2022

DECLARATION

I hereby declare that all the information furnished here are true and correct to the best of my knowledge and belief.

Place: Dubai

Yours truly,

Date:

[R. Boominathan]