

Thamizharasan Radhakrishnan

Administrative Assistant / Operation Executive

Overall 6+ years of Office admin operations and management. Execute the knowledge gained through education and my experience to improve the potential in the workplace for the development of the organization and that would provide scope for individual development.



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📍 Dubai, UAE

📅 17 March, 1991

WORK EXPERIENCE

Operation Executive (Admin) HDB Financial Services Ltd

08/2018 - 12/2021

Ariyalur, Tamilnadu, India

HDB is a leading Non-Banking Financial Company (NBFC) that caters to the growing needs of an Aspirational India, serving both Individual & Business Client.

Tasks

- Handle customer inquiries over the phone, by email & walk-in clients; Manage and resolve customer complaints.
- Develop and carry out an efficient documentation and filing system for both paper and electronic records, as typing, copying, scanning, etc
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Maintain all Utility bills and Keeping track records of payments (Process Vendor Bills i.e.- Landlord, Electricity Charges, Professional Taxes, Vetting Report, Legal Report & FI Reports)
- Manage professional and personal scheduling for the executive, including agendas, travel arrangements, client management and other company logistics
- Supports human resources department by organizing tests and interviews with applicants. Prepare job descriptions, advertising vacant positions and managing employment process

Junior Executive (Admin) Muthoot Finance Ltd

06/2016 - 04/2018

Chennai, Tamilnadu, India

Tasks

- Handle MIS Reports of all Branch, HR related issues, Funds Managements, Audit related issues and Accounting
- Perform additional duties along with the current role, as and when requested by the Management. financial statements, reports, memos, invoices letters and other documents
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Deliver reports to department heads, management teams to provide insight into the overall efficiency of the organization

Corporate Sales Executive Forte Solutions Pvt Ltd

06/2014 - 04/2016

Chennai, Tamilnadu, India

Vodafone now it is called V!

Tasks

- Demonstrating and presenting products, handle customers complaints and queries
- Ensure accurate information collected in registration and transaction process
- Actively seek out new sales opportunities through cold calling, networking and social media

EDUCATION

MBA (Systems & Marketing) Anna University, Chennai

07/2011 - 04/2013

BSc -Computer Science Bharathidasan University, Tiruchirapalli

07/2008 - 04/2011

LANGUAGES

English

Professional Working Proficiency

Tamil

Native or Bilingual Proficiency

SKILLS

Computer Skills

Management

MS Office

Operations

Customer Service

Creativity

Quick Learner

Team Work

Communication

COURSES

Laptop /PC Maintenance and Servicing (08/2013 - 10/2013)

SBI- RSETI (Rural Self Employment Training Institute)

Domestic IT Helpdesk Attendant (02/2014 - 04/2014)

PMKVY (Pradhan Mantri Kaushal Vikas Yojana)

INTERESTS

Travel

Music

Driving

PASSPORT & VISA DETAILS

L2568060 Valid upto (24th Jun 2023)

- Visa Type - Visit Visa