



SANISH VELAYUDHAN

MANAGING INFORMATION SYSTEM & ADMINISTRATION

CONTACT

Mobile : 0501343117

Email id:-sanishv@gmail.com

WORK EXPERIENCE

MIS CO-ORDINATION/ADMINISTRATION/DATA ANALYST/SYSTEM ANALYST/DOCUMENT CONTROLLER

@ GOVT SECTOR SAMAGRA SHIKSHA KERALA URBAN RESOURCE CENTRE PONNANI

MARCH 2013 – MAY 2022

- Responsible for service coordination
- Responsible for all clients operations
- Responsible for Human resource and General Administration
- Partial handling Office accounts & finance
- Responsible for procurement
- Responsible for stock management
- Responsible for Document Controller
- Responsible for Data Analyst
- Responsible for System Analyst
- Responsible for Desktop Support
- Process & Review Data Analysis in & MS Excel.
- Work Contract Renewals.
- Preparing leave /Final settlement, cheque and depositing in banks.
- Preparing Official letters, circulars and Memos.
- Recruitment, Employee On-Boarding and Orientation.
- Issue Offer letters / Employment contracts / Service agreements/ Corresponding Letters (NOC / Termination /Amendments etc.) for the direct hire candidates.
- Coordinate with Benefits Providers (medical and life insurance) to enrol / exclude employees, and assist employees with their claims/queries.
- Schedule training for employees.
- Monitor and update Data Co-ordination.
- Taking on some of the manager's responsibilities and working more closely with management.
- Respond to department telephones regarding employee verifications and employee recruitment.
- Office Administration.
- Issuing Letters (Experience Certificates).

CAREER OBJECTIVE

To pursue a challenging career where in my experience and knowledge can be optimally exploit for the betterment of the Organisation Goals and thereby professional and personal growth

WORK PROFILE

A Pleasant Professional who is seasoned enough over 9+ years of hands-on experiences in best practices of Data management, Administration, Coordination in fields such as , Employee relations including management of employee benefits, Vendor relation, Leave Management.

CORE COMPETENCY

- Service Coordination
- Office Administration
- Accounts
- Client Relations
- Vendor Coordination

IT EXPOSURE

- MS OFFICE
- Basic of Networking.
- C++, C.

LANGUAGE SKILLS

English
Hindi– Conversational
Tamil
Malayalam

CONTACT

WhatsApp no: +91 9946363068
Email id:-sanishv@gmail.com
www.linkedin.com/in/sanish-velayudhan-2650262b

EDUCATION & TRAINING

- **MASTER DEGREE** in COMPUTER APPLICATIONS from University of Calicut, Kerala, India (2008 to 2011).
- **BACHELOR OF SCIENCE** in COMPUTER SCIENCE from University of Calicut, Kerala, India (2005 to 2008).

PERSONAL INFORMATION

DOB	: 25-April-1987.
Nationality	: Indian.
Passport No	: S5270263.
Passport Expiry	: 04/09/2028.
Visa status	: Visiting visa.
Gender	: Male.
Marital Status	: Married.