

RESUME

VENKATESHWARAN.C

63B, Kannan Nagar, Sivalingapuram, Ondipudur, Coimbatore - 641016

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OBJECTIVE

Dedicated and detail-oriented Administrative Associate with experience in office management, data handling, and customer service. Seeking an opportunity to leverage my organizational skills and technical expertise in a professional work environment that values growth and efficiency.

EDUCATION

Qualification	Institution	Year	Percentage
M.Sc - Mathematics	Bharathiar University, Coimbatore	2023	60 %
B.Sc - Mathematics	R.D.G.A College, Sivaganga.	2019	73.3 %
HSC	St. Joseph's Hr. Sec. School, Sivaganga.	2016	86.1 %
SSLC	St. Joseph's Hr. Sec. School, Sivaganga.	2014	95.2 %

WORK EXPERIENCE

Administrative Associate

RVS Siddha Medical College and Hospital, Coimbatore

(December 2019 – June 2025)

- Managing administrative operations, scheduling, and correspondence.
- Handling data entry, file management, and record-keeping.
- Assisting in HR functions, payroll coordination, and financial documentation.
- Collaborating with different departments to streamline workflow and communication.
- Hospital Administration – Medical Records Management, Hospital Management Software, Planning and organizing hospital functions

- **Exam Cell Works:** Coordinating university examination processes, maintaining confidentiality of question papers, managing invigilator arrangements, and exam-related correspondence

Marketing Sales Executive

Phoenix Controls, Coimbatore

(April 2019 - December 2019)

- Promoted and sold products to potential clients.
- Developed customer relationships to enhance business opportunities.
- Managed customer inquiries and provided tailored solutions.

TECHNICAL SKILLS

- **Office Software & Productivity Tools:** Microsoft Office, Google Workspace, Data Entry & Management
- **Typewriting (English & Tamil)** – Certified proficiency
- **Computer Office Automation (COA)** – Efficient in handling administrative systems and workflows
- **Communication & Collaboration Tools:** Email Management, Video Conferencing, Virtual Assistance
- **Financial & Accounting Software:** ERP Payroll Systems
- **Database & File Management:** Cloud Storage, Electronic Records Management
- **Office Equipment & IT Basics:** Troubleshooting IT issues, Network Connectivity
- **Social Media & Digital Marketing:** Social Media Management, Basic Graphic Design

SOFT SKILLS

- Strong verbal and written communication
- Time management and multitasking
- Problem-solving and critical thinking
- Customer service and interpersonal skills
- Confidentiality and discretion in handling sensitive data
- Teamwork and adaptability

PERSONAL DETAILS

- **Name** : C.Venkateshwaran
- **Father's Name** : M.Chandrasekaran
- **Date of Birth** : 09-10-1999
- **Age** : 26
- **Gender** : Male
- **Marital Status** : Single
- **Nationality** : Indian
- **Religion** : Hindu

DECLARATION

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

Place: Coimbatore

Date:


(C.VENKATESHWARAN)