

**Name:** KARTHICK.M

**Qualification:** B.E **(Electrical and Electronic Engineering)**

**EmailID**:komalakarthick198@gmail.com

**Contact No:** 7358447505, 9659910806

Objective

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for profession al growth and to contribute in the best possible way for the betterment of the organization and self.

 Academic Record

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| **COURSE** | **NAME OF INSTITUTE** | **UNIVERSITY / BOARD** |  **YEAR** | **Aggregate** |
| **B.E** **(Electrical and Electronic Engineering)** | Jaya Engineering College Engineering, Thiruninravur | Anna University Guindy, Chennai | 2007 to 2011 | 67% |
| **HSC** | Steel Plant Mat Hr, sec school | State Board | 2007 | 57% |
| **SSLC** | Steel Plant Mat Hr, sec school | State Board | 2005 | 58% |

**WORK EXPERIENCE:**

**JAI HIND IAS ACADEMY, Chennai.**

**Branch Manager**

**FROM 15th Nov’2015 to 25th Nov’2017**

**Roles and responsibility:**

* Responsible for day to day operations of the Academic institution with regard to monitoring administration, ensuring academic delivery, effective student and faculty management, business development of the center and public relations.
* Meet goals and metrics.
* Bring out the best of branch’s personnel by providing training, coaching, development and motivation

**Engineer** – **Production and maintenance Department, (Supervisor)**

**Tamil Nadu Telecommunication ltd, Chennai.**

**From 1st Sep’ 2012 to 19th Jul’ 2014.**

**Roles and responsibility:**

* Scheduling & Implementing Predictive, Preventive & Breakdown Maintenance.
* Prepare daily report, remarks and equipment history.
* Under take periodic checking and maintenance of electrical machines & panels .
* Responsible for monitoring, supervising and coordinating the maintenance of electrical controls and equipment.

**Graduate Engineer Apprentice**

**Production and maintenance Department**,

**Tamil Nadu Telecommunication ltd, Chennai.**

**From 17th Aug’ 2011 to 16th Aug’ 2012.**

**Roles and responsibility:**

* Responsible for analyzing the material, equipment and tools requirements according to production plan.
* Daily work management and supervision for machining process.
* Man power management.
* Minimizing rejection scrap and stock.

**Computer Proficiency**

* Microsoft office
* Microsoft Word
* Microsoft Excel

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| **Areas of lnterest:** | **Competendes & Skills:** | **Hobbies:** |
| • Manpower planning  | • Communication | • Sports |
| • Recruitment & Selection  | • Decision making  | • Blood donation and coordination |
| • Administration  | • Dedication  | • Listening to Music |
| • salary administration  | • Rapport building  | • Photography |
|  | • Leadership quality  |  |
|  | • Coordinating  |  |
|  | • Adjustable |  |
|  | • Flexible |  |

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| **Languages Known :** | **Personal Data :** | **Permanent Address:** | **Passport Detail:** |
| English | DOB : 19/08/1989 | 19/23,Kanniah Chetty StreetMaruthi Apartments, | **Passport No.** : H8525136 |
| Tamil | Gender : Male | Venkatapuram, | **Place of Issue:** Chennai |
|  | Nationality : Indian | Ambattur: 600053 | **Date of Expiry:** 18-01-2020 |
|  | Religion : Hindu |  |  |
|  |  |  |  |
|  | Blood Group : B+ve |  |  |

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**Declaration:**

I hereby declare that the information furnished above is true to the best of my Knowledge and belief.

**Place:**

**Date:** **Signature**

 (KARTHICK.M)