



## **S RAJAN Business Operations Head**

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Tiruchchirappalli, Tamil Nadu ,India.

**PassPort No: S4353714**

[asjrajan3@gmail.com](mailto:asjrajan3@gmail.com) , Cell : - +91-9994305661,

To imbibe your work culture and deliver my potentials to the company's growth and to utilize the opportunity to continuously learn, research and contribute to the company's goals with my hard work.

Willing to relocate: **Anywhere**

WORK EXPERIENCE :

### **BRANCH MANAGER - New Branch Create & Developer ..**

M/s J.M ENGINEERING Pvt Ltd - , Tamil Nadu ,India.

(Office Locations : Chennai,Coimbatore ,Erode , Trichy )

2007-08 - 2009-02

Working in J.M ENGINEERING Pvt Ltd., Coimbatore & Head quarters located in CHENNAI-600097.( **ISO 9001 - 2008 certification organization** ) , It's one of the Roofing structural fabrication & Service company - ferrous, Materials like. Major customers are RAMCO CEMENT, Pennadam., KAP Vishvanathan Groups,PWD, etc..

### **BUSINESS OPERATIONS HEAD ( Overall Company Administration )**

J.M.J ENGINEERING - Tiruchchirappalli, Tamil Nadu, India.

2009-03 – 2019 -02 ( present)

Working in J.M.J ENGINEERING., Trichy – 620008,10. Balaji Nager, Trichy 19. Main office and company available the place of Located, It's one of the Roofing structural fabrication & Roofing Service company - ferrous, Materials like. Major customers are “ SRM Group-Trichy, PWD Projects (Trichy ,Manapparai,Thanjur Projects ) , LNT Sub contract Project ( Mr.Srithir Zoonel Manager), GP FOOD OIL LTD., , etc..

**Roles and Responsibilities:**

- Responsible for Monitoring and maintaining Company Administration & Management
- Aligning with the company overall development strategy, To develop the India companys strategic planning, business plan,and responsible for day-to-day operations and management,
- Regularly see management report & Knowledge Company Administration, Job portals
- Responsible for the Planning and implementation of projects;
- Participate and implement Market development Strategies and plans
- Responsible for Monitoring and maintaining, Quality & Process.
- Responsible for Monitoring and maintaining
- Responsible for preparing Estimate plan for all Projects to proper the Customer quality.
- Monitoring the incoming goods quality trend and communicating with customers to improve the same.
- Responsible for the team building(structure),develop the team professional strategies and plans;
- Rejection/Rework Report preparation to customers project,and show initiative to identify and resolve issues
- Responsible for assessing the PROJECT WORK & MANAGEMENT person to guide for approve them for serial lots its myself.

### **Key professional skills:**

- Aligning with the company overall development strategy, To develop the India companys strategic planning Customers development and Increase Marketing & Business development.
- Management trainer & incharge , HR, Attendance Maintenance
- Prefer Estimation & Research methodologies etc.
- Possess Knowledge about Internet ,preper Estimate, MS Office,word,exel,etc.. &” Auto Cad”,- finished in 2010 ,
- Good knowledge about Administration & management

### **EDUCATION :**

#### **BL., in Law**

Govtment Law College,Trichy ,“ TamilNadu Dr.Ambadker Law University ” Chennai, India.

2015 - 2018

#### **MPhil., ( Philosophy )**

St.Joseph's College – Tiruchchirappalli-620002, Tamil Nadu , India.

2006-06 - 2007-08

#### **MA., in History**

St.Josephs College,Trichy-2. - Tiruchchirappalli, Tamil Nadu, India.

2004-06 - 2006-04

**PGDCA., in Computer science**

TCPS - Tiruchchirappalli, Tamil Nadu, India.

2005-06 - 2006-07

**BA., in History**

St.Joseph's College - Tiruchchirappalli, Tamil Nadu , India.

2001-06 - 2006-04

**HSC.,**

Govt.Boys Higher sec.school - Tiruchchirappalli, Tamil Nadu , India.

2000 – 2001

**SSLC.,**

Govt.Boys Highs school - Tiruchchirappalli, Tamil Nadu , India.

1997 – 1998

**AWARDS**

**“Rajarithna “**

“2013 / 03” To award Presented (JMJ engg ) - 'The Peaks' ( Magazin ) & “ National Intagtrative Cultural Academy “(NICA)

**Star of Tamilnadu**

“2012 / 04 “ To award Presented (JMJ engg ) - ‘NICA’ -National Intagtrative Cultural Academy “

**"Best Achiever Award"**

“2008 / 10 “ Provided by “ JM Engineering (P) LTD.,” & JM Rock Resort .,

**PERSONAL PROFILE:**

Father's Name : A.SELVARAJ  
Permanent address : S/O.A.SELVARAJ, NO:103,9TH STREET  
, EX:SERVICEMEN COLONY ,PONMALAI  
, TRICHY, PIN-620004 ,TAMILNADU , INDIA.  
Date of Birth : 21-07-1983.  
Gender : Male  
Languages : Tamil / English,  
Nationality : India  
Marital Status : Married  
Interests / Hobbies : Listening Book, Music etc..

**DECLARATION:**

I hereby declare that all the information furnished above is true and correct to the best of my knowledge.

Place: Trichy

Date: 2019