

M. RAMALINGAM

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About Myself

Am a dynamic management professional experienced in the sphere of Government Liaison, Administration, Stores. Result oriented and effectual leader with proven ability of handling multiple functions. I am exceptionally well organized with a track record that demonstrates self motivation, creativity and initiative. I strive to meet the expectations of the management as well as that of the internal and external customers while keeping the organizations' objectives in mind. I consider myself very hardworking and ready to take up new challenges as and when the management assigns.

Notable Skills

- * Successful in starting and growing organizations
- * Good rapport and contact with various Government Departments such as Commune, Excise, Sales Tax, Service Tax, Ins of Factories, Pollution Control, Labour Department on official related work
- * Experienced in ISO 9000
- * Motivational skills and leading the team towards success
- * Have negotiation and persuasion skills and have experience in handling escalations and conflict situations both internally and externally

Professional Experience

- * Manager – Commercial & Admin in Onsky Technology Pvt Ltd., Pondicherry from Jan 2014 to Jan 2017
- * Manager – Commercial & Admin in Vnet Technology Pvt. Ltd, Pondicherry from May 2010 to Dec 2013.
- * Manager (Admn) since Jan 2009 at M/s V S B Paper Products, Pondicherry, Manufacturing unit of Kraft Paper & Kraft Board (JAN 2009 to JAN 2010)
- * Dy. Manager – PCB Stores at M/s Avalon Technologies P. Ltd., MEPZ, Chennai from May 2008 to Oct 2008
- * Sr. Executive (Sr. Associate-Commercial & Admn) – Systems Integration, Ingram Micro India P Ltd., Pondicherry (Sep 1997 to May 2008)

- * Depot/Br. In Charge – Indchem Electronics (Sanmar Group) Pondicherry (Aug 1993 to June 1997)
- * Executive – Multi Vista Global India Ltd., Pondicherry (Jan 1991 to July 1993)
- * Manager – Okay Caterers, Chennai (Maintaining Hotel and Canteens of Air India, Indian Airlines, Spic & Indian Oil Bhavan Chennai) for 7 years (From 1985 to 1991)

Work Experience – In Administration, Commercial & Logistics

- * Liaisoning with Govt Depts like Commune Panchayat, Pollution Control, Town Planning, Dept of Industries, ESI, Labour & Inspector of Factories, Telephones, Sales Tax, Excise etc.,
- * Leading the activities pertaining to selection, training and motivation of employees
- * Organizing controlling security and other contract employees
- * Interaction with local service providers such as Manpower providers, Security etc.
- * Interaction with internal and external auditors (Government, ISO & Company internal audit)
- * Handling stores, local purchase etc.

Trainings/Seminars Attended

- * Internal Quality Auditor ISO 9000 – Certified by E Qual Engineering & Systems (IRRS)
- * Attended Internal training programme in Gemba Kaizen & 5S Concepts
- * Attending GST related seminars organized by Dept of Central Excise & Customs and local bodies.

Educational Qualifications

- * Bachelor of Economics (B.A.), University of Madras, Area of Specialization : Economics (1980-83)
- * PG Diploma in Materials Management, Annamalai University

Personal Details

Age & Date of Birth : 55 yrs, 10.07.1962
Languages known : Tamil, English
Marital Status : Married