

KARTHIKEYAN S

297, Kodangudi Village,
Ariyalur Dist., Tamil Nadu – 612902.
+91 7373440284
askarthiktn@gmail.com

Management Information System with 6+ years of experience, Expertise in Microsoft office especially in excel functions and VBA scripts. Looking to leverage my knowledge and experience into data analyst and management.

PROFESSIONAL EXPERIENCE

CHOLA BUSINESS SERVICE LTD

Process Incharge

Chennai

July 2018 – Present

- Professional MIS executive, provide data as requested management, database backup and support.
- Managing and circulating organization achievements, values, team performance, productivity and pending reports in processes.
- Simulated some reports by macro scripts that reduced time in departments.

HCL TECHNOLOGIES LTD (SOURCE ONE MANAGEMENT SERVICES)

Software Engineer

Chennai

June 2017 – December 2017

- Worked in change control management project.
- The process ensures that change control in master data for product design, requirements, user needs, suppliers and product related process.

AVYUKTA ASSOCIATES

Management Information System

Chennai

June 2016 – June 2017

- Prepare customer details report, allocate the data to field executives and concatenate verified data and feedbacks for customer value added service.
- Maintains master history data and prepare the reports. There I was a circle in-charge.

INDUS TOWERS LTD (VENTURA ENGG SERVICES)

Management Information System

Chennai

April 2015 – June 2016

- I was a team leader for network alarm control department, as a TL I perform in team coordination, prepare users productivity and scheduling shifts to team members.
- Monitoring alarms in network towers, rectify the major issues systematically with software tools and allocate tower visit ticket to executives and closing.

EDUCATION

KODAIKANAL INSTITUTE OF TECHNOLOGY

Bachelor of Engineer in ECE

Kodaikanal

July 2010 – May 2014

- Graduated with 63.4 %
- Done project in optimal secured communication.

ADDITIONAL SKILLS

- Microsoft office, with a focus on Excel.
- Team handling and creating ideas for simulate process.
- R Studio (Use to prepare a big data reports shortly and fast).
- Languages known Tamil & English.

LEISURE ACTIONS

- Watching news & movies
- Playing cricket
- Surfing internet

SELF DETAILS

Father Name	: Saminathan A	Nationality	: Indian
Date of Birth	: 29/06/1993	Religion	: Hindu
Gender	: Male	Passport no	: N5737605
Marital Status	: Unmarried		

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :

Karthikeyan S

Place :

Signature