

Ronald Chettiar

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Objective:

To work in a competitive environment and to achieve my goals and to associate myself with the organization to put my hard work and skills for mutual benefit of both.

Academic Qualification

2011: Bachelor of Management Studies (Mumbai) – 65% Secured 2008:
H.S.C (Mumbai) – 70.33% Secured
2006: S.S.C (Mumbai) – 59.20% Secured

Technical Qualification

- MS Excel (Vlook-up, Pivot Table).
- Database.
- MIS Report.
- MS Office.
- Recruitments Process.
- Installation and upgrading of various applications, Software's, OS.

Experience

Name of Company: Advait Techserve India PVT LTD.
Designation: Quality Review Administrator - Sr. Team Leader
Duration: 24th July 2015 till Date.
Place: (Mumbai, India)

Responsibilities:

- Offshore quality review of survey done by Technicians.
- Maintaining monthly reports of survey completed by team.
- Looking after Consumable distribution form Clients for Hubs in Pan India.
- Preparing Consumable report of ATM Hubs for Clients.
- Preparing Monthly reconciliation and reports for audit of consumables.
- Looking Escalation on Third level for E-Surveillance & First Level Maintenance.
- Managing Field Custodian Pan India.
- Managing site m-Audit as well as provide remote support to field teams.
- Handling offshore Project for Cennox- US.
- Providing Remote Technical Support to the field engineers for E-Surveillance installation.
- Handling Inhouse Recruitment Process (Using Job Portal Shine.com)

Name of Company: Ideal Education Pvt Ltd
Designation: Jr. System Administrator [E-Live]
Duration: 4th April 2014 till 31st January 2015. (Total Tenure 10 Months)
Place: (Mumbai, India)

Responsibilities:

- Tech Support & Co-ordination with Clients & Centers or end user support.
- Installation & upgrade of Software & Antivirus.
- Maintains of all studio equipment's.
- On regular basis taking backups.
- Maintaining MIS report on regular basis.
- Assist in installation of V-sat, web-conference software.

Name of Company: First Advantage Pvt Ltd.
Designation: Associate
Duration: 23rd April 2012 till 14th May 2013 (Total Tenure 1Year 1 Month)
Place: (Mumbai, India)

Responsibilities:

- Conducting candidate background verification through provided websites and software's.
- Identifying insufficiencies / clarifications within the agreed time.
- To complete cases according to the predefined quality standards.
- Maintain and administer the database of the company.
- Resource Management.

Achievements

- College Project for final year – ISO 14000.
- Football team captain during school and college days.

Languages

English, Hindi, Marathi.

Personal

Father's Name	:	Late Arputhaswamy Chettiar
Date of Birth	:	17-06-1987
Place of Birth	:	Mumbai, India
References	:	Can be furnished on request

I hereby declare that all the statements made are true, complete, and correct to the Best of my knowledge. I understand that in the event of any information being found false or incorrect at any state, my candidature is liable to be cancelled.

Date:
Place: Mumbai (India)
