J. AMARNATH
28/31, 2nd floor,
EB Colony, Phase II
V.G.Rao Nagar
Ganapathy
Coimbatore- 641006
Email: amarnathjagannathan@gmail.com
Mobile: 93847-43485



To build a career in a leading corporate environment with committed and dedicated people which will help me to explore myself fully and realize my potential and to achieve more, to work with utmost dedication and to be asset to the Organization.

Maestro Technology Services Pvt Ltd -Coimbatore
Sep 2020- Mar 2022
Sr.Exe.- Administration

- Software Development Company
- Managing Office Administration, Banking, House Keeping etc
- Managing Purchase- Vendor Search, Price Negotiations, Quote Evaluation, Supplier Management
- Salary-Rs.2,76,000/- per annum

EIDOS - Coimbatore
March 2018- Oct 2019
Sr.Exe - Business Development

- Aptitude & Soft Skills Training Company
- Target Customers: Engineering , Arts and Science Colleges
- Meeting Placement/Training Officers
- Exposing the USP on the training products
- Doing seminars / presentation on the nature and scope of the training programme
- Salary-Rs.2,40,000/- per annum + Order Value Incentives

Transstellar Journal Publications & Research Consultancy Pvt Ltd, Chennai
Oct 2013 - Nov 2017
Sr.Exe- Business Development

- Canvassing for Journal Subscription Orders from Educational Institutions, Agencies / Intermediaries
- Interacting with College Librarians, Dept. Hod's, Principal, etc
- Tele Sales / Order Execution / Customer Service
- Payment follow up
- Back Office Support
- Salary-Rs.1,80,000/- per annum + Bi-monthly Sales Incentives

Software Technology Parks of India-STPI, Chennai
Feb 2009 - Oct 2012
Administration / Operational Support

(An Autonomous Society under Govt. of India, Ministry of Communication & Information Technology)
(Under off roles deputed to Randstad India Ltd)

- Responsible for processing of Import Approvals to the Industries: STPI / EHTP/ 100% EOU Units.
- Managed approvals like Bond to Bond, CT3 or Indigenous Purchase, On Loan Basis, FOC.
- Accountable for Shifting Approvals (Inter & Intra) for STPI & SEZ Units.
- Re Export Approvals for Completion of Project, Repair & Return, Calibration.
- Responsible for approval of Movement of Laptops, De-bonding of Capital Goods.
- Interacting with the Industries / Units for Clarifications.
- Preparation of MIS/Exposure to Web Mail Access & EXIM Package (web based software).
- Planned, directed and controlled all MIS activities in order to meet the information requirements of Client and Management.
- Salary-Rs.1,20,000/- per annum

ABN AMRO BANK, Chennai (under off roles deputed to Team Lease)
Aug 2006 – Jan 2009
Sales Co ordinator

- Co-ordinated and Managed Corporate Salary Account Segment.
- Provided detail daily MIS on inflows and account activation status to Sales Team.
- Follow up and co-ordinated with other department to resolve customer issues on account opening.
- Co-ordination with Customers & Clients.
- Working with Jaguar (Application Tracking Software) / Working with Finacle (Banking Software).
- Set effective priorities to achieve immediate and long-term goals, ensure smooth work-flow and meet operational deadlines.
- Handled the tasks of contributing ideas for developing ongoing process and workflow of the department and researched to provide information to customers.

Computer Age Management Services Pvt Ltd, Chennai
Sep 2005 - Jul 2006
Assistant Processing Officer- Fidelity Mutual Fund

- Responsible for implementing established quality procedure guidelines for Purchase Quality Control.
- Managed daily activities of Data capture and Quality checking for financial transactions.
- Ensure adherence to Standard Operating Procedures and other applicable norms.
- Preparation of MIS Reports on Quality Control errors to the unit manager.
- Salary-Rs.60,000/- per annum

***Ramaratna Surgical Cotton Mills Pvt Ltd*, Chennai**
April 2000 - July 2005
Sales Executive

- Appointment of Stockist using various evaluation parameters.
- Mobilizing orders from various outlets and liasoning with Stockist.
- Reporting to Sales Manager.
- Salary-Rs.54,000/- per annum + Quarterly Sales Incentives

Education

Gurunanak College - Chennai
Bachelor of Arts in Economics- 1998 Passed

Non-Academic Certifications

a) ADCIM: Advanced Diploma in Computer Integrated Management; from First Computers
b) ISO 9001-2015 Quality Management System Auditor Course; from Udemy

System Skills

Operating System : Windows 98 / NT / 2000 / XP
GUIs : MS Office, Lotus Notes

Personal Profile

Father's Name : Late Shri. N.V.Jagannathan (Retd. LIC of India)
Date of Birth : 14 / 07 / 1976
Marital Status : Single