RESUME

Personal Information

Name	**:**	**A.VINU**
Qualification	:	M.Sc (Biotechnology)
Date of Birth	:	4/11/1980
Contact	:	Mobile: +919894339540
		Mail: vinusnmv01@gmail.com
Gender	**:**	**Male**
Languages Known	:	**English, Tamil, Malayalam, Hindi.**
Address for communication	:	5/4A4, Karuppu devar Street, Sulur,Coimbatore,Tamilnadu-641402

Academic

Course	Name of the Institution	Name of the Board / University	Period of study	% / Class
M.Sc (Biotechnology)	Sree Krishna Arts and Science College. Coimbatore, Tamilnadu.	Bharathiyar University	2006-2008	74 % First
B.Sc (Microbiology)	Sree Narayana Guru College of Arts and Science. Coimbatore, Tamilnadu.	Bharathiyar University	1998-2001	63 % First

Area of Expertise

Administration
Recruitment
Dynamic Leadership
Team Building
Decision Making
Negotiation
Strategic/Tactical Business Planning and Implementation
Business Expansion
Growth Planning and Implementation
Communications
Mentoring and Motivation

Carrier Summery

- 15+ years of experience in the difference fields.
- **ADMISSIONS** : College and School Admissions Marketing & Branding, Students & Parents coordination, Monitoring throughout admission process & University registration with original documents verification
- **ACADEMIC** : Curriculum & Handbook Development, Question papers, Digital Library, Recruitment faculties and handling their payments, Formation of different Committees, Students & Faculty coordination, Online Exams, Viva, Thesis, Marks & Results, Degree Certificate process, Drafting different medical programs Module & Semester & Year basis and execution
- **KPO** : Medical products database asper clients needs (Sourcing & Attribution & Classification)
- Software Tools worked : **ERP,CRM,LMS,MAXIMUS**
- Generate system for smooth operation
- Man Management different departments
- Staff recruitment & organize proper training.
- Oversee entire operation of all the departments.
- Provide strategic direction to departmental heads on an ongoing basis.
- Conduct periodic review along with departmental heads.
- Optimize operational efficiencies and achieve higher productivity.
- Create new revenue opportunities
- Conduct operational audits to sustain and enhance effectiveness of all services.
- Enthusiastic problem-solver with keen ability to rapidly assess diverse situational challenges, Develop action plans, and lead team to meet or exceed targeted goals.

Experience

1. Shanmuga Hospital, Coimbatore as **Microbiologist** (August 2001 to June 2006)
2. Did my **Masters Degree** 2006 to 2008
3. First Source Solutions, Chennai as **QUALITY EXECUTIVE**(February 2009 to September 2012)
4. Sakshi Education Consulting and Training Private Limited. C/O. Texilla American University-Guyana as **ACADEMIC COORDINATOR**(February 2013 to January 2015)
5. Coimbatore Marine College, Coimbatore as **ADMISSION INCHARGE-PRO**(March 2016 to December 2016)
6. Zigma Overseas Education Private Limited, Coimbatore as **MANAGER-ADMISSIONS** (February 2017 to Till Now)

I hereby declare that the above given information are true to my knowledge.

(A.VINU)