

# SANTHOSHRAJAN

An operations executive with two years of project management experience is skilled at leading cross-functional teams in hectic, dynamic settings. Having a track record of success in resource management, customer relations, and strategic planning.

## EXPERIENCE

### **TNQ Technologies, Chennai — Operations Executive**

June 2021 - PRESENT

Managed end to end client communications, coordinated with the internal stakeholders, and established business requirements.

Keeping track of and ensuring the smooth running of daily business processes.

Applied excellent problem-solving, process development, and strategic implementation skills to lead and support all areas of operations.

In charge of carrying out full project management services for especially delicate and thorough accounts and journals, which make up around 35% of the total output.

### **RNAIPL, Oragadam — Graduate Apprentice Trainee**

June 2019 - Aug 2020

Overseeing day to day operations and manpower allocation.

Managed inventory levels and restocked supplies to keep up with high production needs.

Supported machine operators in setup and operation of production equipment resulting in efficient runs.

## EDUCATION

### **Mohamed Sathak AJ College of Engineering,**

Chennai — *BE Mechanical Engineering*

Aug 2015 - May 2019

### **Gill Adarsh M.H.S.School,**

Chennai — *Higher Secondary*

June 2014 - May 2015

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## SKILLS

Analytical and Problem Solving

Project Management.

Team Management

Strategic Planning and Execution

Microsoft Office Tools

Client Relationship Management

## ACHIEVEMENTS

Used Microsoft Excel VBA to develop a renaming tool for high volume of files and eliminated manual work

Documented and resolved process tool related problems which led to reduced process TATs

Created and maintained annual production schedules and tracked special projects using Excel

## LANGUAGES

Tamil, English