**SIVARAJA M**

No.19/1 1st west main road,

Subhash Nagar

Kolathur, Chennai 600099

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As a professional Project Leader in print on demand (POD) department, providing excellent services to internal and external customers to fulfill their requirements in terms of on time delivery, accurate quality and cost effectively.

**COMPETENCIES**

* Leadership
* Decision-making
* Planning
* Communication
* Effective coordination
* Cost efficient
* Customer service
* Adaptability
* Analytical
* Motivation
* Negotiation

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **YEAR OF PASSING** | **AGGREGATE** |
| **B.Sc., Physics (Regular)** | Voorhees college, Vellore | 2000 | **52%** |
| **HSC** | Sri Venkateswara HSS, Vellore | 1998 | **70%** |
| **SSLC** | Voorhees HSS, Vellore | 1995 | **85%** |
| **B.A., Hindi** | Dakshina Bharat Hindi Prachar Sabha, Vellore | 2002 | **80%** |
| **MBA Operations** | Madras university (Corres) | Final year | **-** |
| **B.A., Literature** | Annamalai university (Corres) | Waiting for results | **-** |

Additionally I completed few of the online courses (Alison) and listed the details in below:

* Leadership skills in Business
* Introduction to Time Management - Revised 2017
* Change management – Organizational capacity for change
* Introduction to Supply Chain Management
* Customer Service Training
* Business Communication - Fundamentals of Business Writing
* Business Communication - Managing Successful Team Meetings
* Fundamentals of Corporate Management - Revised 2017
* Diploma in Quality Management - Revised 2017
* Diploma in Project Management - Revised 2017
* Media Studies - Print and Publishing Media
* Journalism and Print media
* Adobe Photoshop CS6 Essential Tools
* Data Analytics - Mining and Analysis of Big Data
* Fundamentals Of Network Security

**TECHINICAL SKILLS:**

MS word – MS Excel – PowerPoint – MS Visio – Adobe acrobat – Photo shop – T/W

|  |  |  |  |
| --- | --- | --- | --- |
| **Typewriting** | **Grade** | **Class** | **Year** |
| English | Senior level | 1st class | 1997 |
| Tamil | Senior level | 1st class | 1998 |
| Hindi | Senior level | 1st class | 1999 |

**EXTRA CURRICULAR ACTIVITIES: (NCC)**

* ‘B’ Certificate  : ‘B’ Grade
* ‘C’ Certificate  : ‘C’ Grade

**PROFESSIONAL EXPERIENCE**

* Company Name   : Amnet Systems Pvt. Ltd., 501 JVL Plaza, Teynampet, Chennai 600018.
* Service period      : **From 12-Mar 2003 to till date**
* Destination           : Project Leader
* Experience           : 17th year started (Joined as a member and as a PL gradually)

**2003 - TEAM MEMBER**

* understanding the purpose and objectives of the project
* producing the deliverables/products to agreed specifications
* reviewing key project deliverables/products
* working together as a team
* contributing towards successful communication

**2006 - CELL LEADER**

* Reporting to senior group leader on various team based activities
* Drives continuous performance improvement for business results
* Leads and directs the workforce in problem identification, problem solving and implementing continuous improvement measures
* Establish action plans for improvement
* Provide feedback on employee or a team performance to the supervisor
* Responsible for day to day functioning/administrative work including production floor management
* Develop and lead weekly, monthly, and quarterly business reviews
* Performs other duties as assigned by reporting head
* Planning of shift extension based on operation team requirements
* Interaction with business associates on a daily/weekly/monthly basis to understand the requirements/help from them
* Conducting the project sessions to associates to improve their performance
* Periodical visit to associates sites to ensure the requirements
* Appreciation and motivation email to associates
* Preparation of MOM for associates meeting
* Ability to interact with internal and external business partners

**2013- PROJECT LEADER (Associates):**

* Coordination of associates
* Associates budgeting/costing/ billing
* Associates operation strategic approach
* Identification of associates, i.e. associates selection
* Associates ramp-up/down
* Associates relationship management
* Associates  sales
* Maximum utilization of associates resources, i.e. maintaining sufficient production buffer at associates site and reduce the downtime
* Signing of contract with associates
* Migration of projects @ associates site
* Daily production plan has been executed as per internal customer requirements
* Monitoring the project TAT to meet the internal customer requirements, If any challenges found need to take the necessary actions
* Evaluation of associates performance Quality and Quantity
* Conducting periodical meetings with operation managers and associates business head to know what we both needs; and take the necessary actions accordingly
* Provide feedback and appreciation to associates on a periodical basis
* Visiting associates site to ensure the standards and guidance are followed providing them necessary updates
* Concentrating and attaining continues improvement from the associates sites
* Coordinating with the associates business head and updating the new rules of project and simultaneously educating their team about changes taking place in the project
* Empowerment of associates and their members
* Providing the report to management on a daily, weekly, monthly and annual basis, such as project quantity and quality, performance

**2018 to till now- PROJECT LEADER (Author services):**

* Sending ball park charges & formal quote to individual authors (in order to meet KDP Amazon requirements) those who provide the manuscript for copy editing, line editing, paperback formatting & cover design process
* Attending the client calls and clarifying their queries if any so that we won the services and increase the sales
* Allocating the input files to the respective production teams and delivering the output files once completed
* Sending sign off messages and will collect the feedbacks if any to enhance our performances

**PERSONAL DETAILS**

Name                         : Sivaraja M

Father’s Name         : Manickam K

Date of Birth             : 05-02-1979

Gender                      : Male

Nationality                 : Indian

Languages Known    : English, Tamil & Hindi

Marital Status            : Married

Hobbies                      : Reading books & listening music

Nativity : Vellore (M93, Phase IV, TNHB Quarters, Sathuvachari, Vellore 632009)

**DECLARATION**

I hereby declare that the information given above is true and correct to the best of my knowledge.

**Place: Vellore**

**Date:** (**SIVARAJA M)**