


# CURRICULUM VITAE

## ROLE & RESPONSIBILITIES

Operations Manager Duties and Responsibilities may include Interviewing, Selection, and Hiring; Training New and Existing Employees; Planning, Assigning, and Directing Work; Authoring and Discussing with Employees Performance Appraisals; Addressing Employee Performance and Corrective Action Plans; Employee Motivation Etc.

## OBJECTIVE

To be potential resource to the organization where I can utilize all my skills and knowledge which would help the organization to grow and further enhance my growth profile. It would Be my never-ending dedication to maintain the spectrum of integrity, honesty and character.

| PERSONAL INFORMATION  |            | EDUCATIONAL INFORMATION  |              |  |
|---|------------|--|--------------|--|
| <b>Name:</b> M.S. Ravenshaw   |            | +2 CBSE Board in 2010 with 63%   |              |  |
| <b>Sex</b>  | Male       | 10th CBSE Board, 2008 with 60%   |              |  |
| <b>BOB</b>  | 01.02.1990 | PROFESSIONAL QUALIFICATION   |              |  |
| <b>Age</b>  | 33 Years   | BCA in 2015 with 65%   |              |  |
| <b>Marital Status</b>   | Unmarried  | PGDCA @ 76%  |              |  |
| <b>Nationality</b>  | Indian     | <b>Religion</b>  | <b>Hindu</b> |  |
| <b>Email ID's Personal (Primary)</b>  |            | <b>Email ID's Personal (Secondary)</b>   |              |  |
| raveen1218@gmail.com  |            | ravenshawsekar@gmail.com   |              |  |
| PERMANENT ADDRESS   |            | PRESENT ADDRESS  |              |  |
| House No.01. Ramalingapuram Koil Street,<br>Kurungulam West - PO<br>Thanjavur – Dist, Tamil Nadu - 613303<br>Contact No. 7008306698   |            | S/o. M. Sekar – EX – CISF / CAPF<br>Plot No. SC – 47, Shakti Nagar<br>Rourkela, Sundargarh – Dist. Odisha - 769014<br>Contact No. 9439552302 |              |  |
| Description of Experiences @ 2 Years as IT MANAGER  |            |  |              |  |
| With 2 Year Experience in Dr. Ambedkar Memorial Institute of Information Technology & Management Science at Rourkela from 15.12.2015 to 23.12.2017 for 02 Years as <b>(IT MANAGER) Software Hardware Networking &amp; Maintenance</b> |            |  |              |  |
| Description of Experiences @ 5.3 Years as Manager – Operation & FMS   |            |  |              |  |
| With 5.3 Years' Experience in Ventura Facility Management Service at Rourkela <b>from 07.01.2018 to till date as Manager (Operation &amp; Facility Management Service)</b>  |            |  |              |  |

**SPECIAL SKILL**

- ❖ IT ADMIN Technical Supports in Online exams of TCS (GATE, Banking) NSE IT (Banking), SOF Exam, OPTCL, IBPS
- ❖ Computer Hardware Assemble & Repair Maintenance
- ❖ Windows Software Installation & Troubleshooting
- ❖ Software Configuration & Backup Data
- ❖ Networking LAN & WAN IP Configuration Troubleshoot
- ❖ Router / Switch Configuration & Server Maintenance Etc
- ❖ Managing Clients & Project Management
- ❖ Leadership With Team
- ❖ CRM Customer Support & Business Development
- ❖ Problem Solving
- ❖ Negotiation
- ❖ Decision Making
- ❖ Time Management
- ❖ Teamwork

|                        |       |         |              |       |               |
|------------------------|-------|---------|--------------|-------|---------------|
| <b>Languages Known</b> | Oriya | English | <b>Hindi</b> | Tamil | <b>Telugu</b> |
|------------------------|-------|---------|--------------|-------|---------------|

**OTHER INTERESTS**

- ❖ Communication
- ❖ Quick learner
- ❖ Travelling
- ❖ Surfing Internet & Analysis
- ❖ Group Discussion
- ❖ Goal oriented, positive and supportive
- ❖ Converting innovative ideas to design
- ❖ Flexible and innovative

**MY STRENGTHEN**

- ❖ Enthusiasm = Eagerness
- ❖ Trustworthiness = Honesty
- ❖ Creativity = Originality
- ❖ Discipline = Punishment
- ❖ Patience = Endurance
- ❖ Respectfulness = Deference
- ❖ Determination = Willpower
- ❖ Dedication = Devotion
- ❖ Honesty = Uprightness
- ❖ Versatility = Adaptability

**LEADERSHIP**

- ❖ Integrity — Being Honest and Ethical.
- ❖ Dependability — Being Reliable, Responsible, and dependable and fulfilling obligations.
- ❖ Analytical Thinking — analyzing information and using logic to address work-related issues and problems.
- ❖ Advanced Troubleshooting and Multi-Tasking skills – A high level of problem-solving skills and ability to do Multi-Tasking

**DECLARATION**

I hereby affirm that the above information's are true to the best of my knowledge.

**M.S.RAVENSHAW**

Signature of Candidate