

G THIYAGARAJAN

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About myself:

I am looking for an opportunity in a progressive company where I can work alongside motivated and passionate professionals. I want to grow my skills by learning from others and contributing to a team that values collaboration. My goal is to continuously improve myself while also supporting the company's mission and helping it move forward.

WORK EXPERIENCE

- **Praba's Vcare Health Clinic Private Limited** (Audit, Operations, & Escalations Executive, Point of Contact/Coordinator for Legal team) *[1.3 Years]*
- **Adonis staff service private limited** (Payroll Hr & Admin)*[3Months]* **Reason for leaving Company as facing lose**
- **AdGro Hair & Glo Skin Corporate private limited** (Audit & Operations) **Currently Working**

EDUCATION

- **Madras University** Distance Education BCA - Computer Applications: Expecting Results in (2025)
- **V Ramakrishna Polytechnic College** Diploma in DCSE - Percentage: 70% 2018
- **P.A.K Palanisamy Higher Secondary School** SSLC - Percentage: 60% 2015

SKILLS

- Attention to Detail & Accuracy
- AI deployment (for language refinement)
- Basic Legal Compliance
- Collaborative Teamwork in Legal Support
- Computer Knowledge
- Customer Complaint Resolution
- Customer Relations & Escalation Management
- Database Handling
- Legal Correspondence & Drafting
- Leveraging AI Tools
- Microsoft Word, Excel & Power point
- Problem-Solving & Conflict Resolution
- Publisher Handling
- Report Creation & Documentation

SELF ASSESSMENT

- **Team Support Specialist:** I am highly adaptable and have gained valuable experience in managing teams, where I have successfully delegated tasks to ensure smooth operations and optimize efficiency. Through clear communication and a strategic approach, I have been able to help teams stay on track and achieve results, all while maintaining a flexible attitude in the face of challenges;
- **People Connector:** I maintain a positive, solution-oriented mindset and have honed my interpersonal skills through active engagement and learning from my past work experiences. My ability to connect with others and collaborate effectively has been strengthened through consistent interaction and observation.; &
- **Disciplined Worker:** I am highly disciplined and consistently committed to maintaining strong work ethics. I prioritize responsibility, punctuality, and attention to detail, ensuring that my tasks are completed with integrity and efficiency in every aspect of my work.
- **Language Refinement & Communication Optimization:** Proficient in utilizing AI-driven tools for language enhancement, ensuring clear, concise, and professional communication.

LANGUAGE PROFICIENCY

- Tamil – Read (*Advanced*), Write (*Advanced*), & Converse (*Advanced*)
- English – Read (*Advanced*), Write (*Basic*), & Converse (*Basic*)