

## **Mr. M Chandrasekar - MBA-IBM**

**MANAGER - COORDINATOR**

### **EDUCATIONAL QUALIFICATION**

#### **MBA: International Business Administration**

##### **Madurai Kamaraj University - Madurai**

- Coursework in Principle of Management, Management accounting, and Marketing Management
- Minored in Operations Management and Operations Research
- Graduated in First Class

#### **BBA**

##### **Madurai Kamaraj University - Madurai**

- Majored in Business Communication and Office Management
- Coursework in Organizational Behaviour and Personality Development, Marketing Management and Human Resource Management.

#### **Diploma: Vocational & Personality Development**

Mitraniketan People's College Kerala (IGNOU - New, Delhi)

### **WORK HISTORY**

Manager – Coordinator - PREM ERGO SOLUTIONS, CHENNAI, TN

- Evaluated, processed, and developed a plan for all incoming queries for an Ergonomic workplace evaluation/solution, both from Industry and Office environments.

- Developed Customized presentations and proposals for all requests with appropriate quotes.
- Coordinated with the Director and his medical staff and delivered the requested presentations/evaluations, as a team, to the appropriate requesting organizations at their premises.
- Followed up with the organizations before and after the presentations.
- Managed filing systems for electronic and hard copy documents to keep organized records.
- Visited various industries with the senior experts and helped coordinate between the experts and the management.
- Kept projects on schedule and help in conducting ergonomic audits for companies like TATA STEEL, CLARION COSMETICS, RICKETT BENCKISER and ZF HERO.