

BASKAR C

Manager – International Affairs

Administrative Block 2nd Floor

Bhimavaram –534 204

West Godavari Dist. , Andhra Pradesh (INDIA)

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Brief Summary:

Over 32 Years of experience including Indian Army, Marketing, University Administration.

A confident person with an optimistic attitude.

Career Objective:

Seeking a position where I can utilize my qualification, experience and skills towards the growth and development of the organization thereby paving the way for my career.

Academic Qualification:

MBA - Annamalai University (First Class)

Present position (2017 to till date):

- Currently working as Manager, International Affairs at SRKR Engineering College, Bhimavaram since December 2017 to till date. Looking after International marketing activities in to get students under Foreign/NRI Quota to the college. Also coordinating with EdCIL India Ltd. to get foreign students through scholarship program as well as Study in India program.
- Coordinating with the placement team to get core manufacturing companies from Chennai to the college for campus recruitment.

Experience at SRM University:

- **Coordinator, Office of International Relations, (2011 – 2017)**
 - **Duties performed as Coordinator in OIR:**
 - Complete Documentation for foreign student's with respect to immigration - country wise.
 - Liaison with FRO/Immigration officials on immigration related issues of foreign students studying in SRM University.

- Coordinating with Intelligence branch on queries related foreign students studying in SRM University especially students from Bangladesh, Afghanistan, China, Iraq and Srilanka.
- Furnishing timely reports related to foreign students of SRM University to Q branch, Intelligence branch and local police station as per their requirement time to time.
- Maintaining complete data regarding foreign student's Passport & Visa particulars/details.
- Periodically updating details such as Registration, Visa Extension, Change of Passport, and Change of Visa, Academic performances, Attendance report and Exit details of foreign students studying in SRM University in Govt. portal as per the norms.
- Resolving legal issues related to immigration requirements of foreign students.
- Guidance to SRM foreign students to comply with the immigration rules and regulations of Govt. of India.
- Liaison with all the faculties of SRM University with respect to the academic performance and conduct reports of foreign SRM students.
- Handling the immigration and extension formalities for around 300 foreign students.
- Preparation of Immigration related documents.
- Applying online and taking appointment for immigration related services such as Registration, Visa Extension, Return Visa & Exit permit for foreign students.
- Visiting FRO office, Kanchipuram to get the services mentioned above.
- Preparing Form 'C' for foreign students staying in our International Hostels.
- Creating 'S' Form for all foreign students studying in SRM University.
- Accompanied Placement Officer of SRM University to distribute Question Papers for SRMJEEE 2012 to various Exam Centers in Andhra Pradesh.
- **Also I was deputed by the administration to participate in the marketing activities in Indonesia, Nepal and Bhutan in addition to the assigned work.**

- **Duties performed in International Hostels, SRM University (2010 – 2011):**

- Allotment of rooms for students at the time of admission.
- Maintaining Personal records of 930 students.
- Supervision of rooms, determining room occupancy & recounting occupancy details.
- Health safety of students including medical treatment & hospitalization.
- Grievances redress mechanism and resolving conflict.
- Monitoring student activity and reporting to parents.

- Inspection of premises and enforcing standards of cleanliness.
- Monitoring the duties performed by the Supervisors of the Block.
- Member, Accommodation Committee providing hospitality for Indian Science Congress participants totaling over 9000.

Previous Experience:

- **Indian Army (Army Medical Corps) as a Store Keeping Technician (1987 – 1991):**
 - Preparation of indent for Ordnance and Supply Depot.
 - Collection of items from Ordnance and Supply Depot.
 - Maintenance of stock report.
 - Organizing condemnation board for items.
 - Issue of items to unit stores and soldiers.
 - Supervision of labours in the stores numbering 15.
 - Maintaining records for audit purpose.

- **Bagai Golden Transports, Bangalore as Marketing Executive (1992 – 1995):**
 - Visiting companies and factories for booking consignment.
 - Arrangement of transport to collect consignment.
 - Preparation of Bills for the consignment to be delivered.
 - Ensuring the delivery of consignment.

- **Sales Executive in IGGI Resorts International Ltd, Salem (1996 – 2001):**
 - Promoting the product in the market.
 - Maintaining customer relation by assisting them to avail the service.
 - Recording of inquiries and following up to close the sale.
 - Attending the grievances of customers.
 - Planning to achieve given target in time.

- **Citi Bank Credit Card (BPO), Mumbai as Customer Care Executive (2002 – 2006):**
 - Promoting Citi Bank Credit Card to customers.
 - Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints.
 - Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications.
 - Follow up to ensure that appropriate actions were taken on customers' requests.
 - Refer unresolved customer grievances or special requests to designated departments for further investigation.

• **Maharani Guest House, New Delhi as Front Office Executive (2007 – 2009):**

- Responsible for the registration of the Guest arriving to the Guest House.
- Ensuring that the guest is assigned a room of the type and the rate indicated on the Reservation.
- Accommodate Guest's special requests whenever possible, assist in pre-registration and room blocking whenever necessary.
- Stay up to date on Room Rates, Special Packages and Discounts.
- Handling the Safe Deposit Boxes according to the Hotel procedures.
- Promptly notifying the Housekeeping of all check outs, early check in, special requests in the rooms.
- Maintenance of customer records.
- Ensuring the Cleanliness and neatness of the Front Desk Area at all the Times.

Personal Details :

Date of Birth : 19 May 1967

Father's Name : P Chinnasamy

Permanent Address : UdayarPalayam
S N Mangalam (Post)
Karippatti (Via)
Salem Dist . - 636 106, Tamil Nadu

Present Address : International Hostel Room No. 105,
SRKR Engineering College
Bhimavaram – 534 204
West Godavari Dist., Andhra Pradesh

Nationality : Indian

Marital Status : Married

Languages Known : Tamil, English, Hindi and Malayalam

Declaration:

I hereby solemnly declare that the above details furnished by me are true to the best of my knowledge.

Sd/-

(Signature)