


<p>K.S.Balasubramaniavel Block 22, house No.342, Trilokpuri, New delhi - 110091 Contact : 9650011323 Email : ksbalajee@gmail.com</p>	
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Experience ...Total...20 years

Presently working with **Mail Today Newspaper Pvt. Ltd.(India Today Group)**

From March 2006 till date as an **Editorial Coordinator**

Job involves :

- Attending to Managing Editor's incoming phone calls, taking messages, making appointments, schedule meetings and providing information to visitors/callers,
- Organising interviews & Scheduling.
- IT skills: MS Word, Excel, PowerPoint, Email, Adobe Photoshop, Macromedia Flash & dreamweaver
- Preparing presentations & managing the daily schedule for Managing Editor
- Filing official & personal papers including personal bank details of the Managing Editor;
- Coordination with Different department like News Bureau, Production, Design, features & News Desk
- Also can handle administrative issues

March 1999 to Feb 2006Smartpro info Systems....7 years

Executive Assistant – Web Designer

All Secretarial functions, scheduling and arranging meetings, etc.

Attending to phone calls.

Taking care of all the administration functions also.

July -1997-Feb 1999 Duet Technologies P. Ltd Noida (LSI- Logic...MNC)...2 years... Executive Secretary to Country Manager

• All Secretarial functions interacting with vendors, scheduling and arranging meetings, etc.

• Attending to phone calls preparing documents for meeting typing letters.

Coordination jobs.

December 1988-July 1997 Jetair Tours Ltd. ...9 years

Joined as a **Secretary** to General Manager – Tours later promoted as a **Computer Programmer** from 1994

Handled All secretarial functions such as taking dictations typing letters and faxes.

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Education :

B.A. from Osmania University Hyderabad

Subjects : Public Administration, Political Science, Sociology, English & Hindi.

PGDCA from India Education Center, New Delhi

Subjects : Computer fundamentals,Basic, Dbase, Fox, Lotus, Ws, Windows...

Computer Skills

Knowledge ofAdobe Photoshop, Quark Xpress ,Macromedia Flash, Macromedia, DreamweaverMX, Fireworks, Swish, Ulead Photo Impact, Ms Office Email & Internet,

Ability to learn any new computer applications.

Personal Particulars

Name K..S.Balasubramaniavel

Date of Birth 28th May 1963

Father's Name Late Shri K. Sakthivel

Permanent Address : No.6 Avvaiyor Street
Narimedu,
Madurai - 625002
Tamil Nadu

Salary drawn Rs.22,000/- pm

Expected Negotiable.

