

SAKTHI VEL - ADMIN ASSISTANT

+971 503847035 | SAKTHIBSC2018@GMAIL.COM | Muteena, Near Abu bakar metro in Dubai, UAE |
www.linkedin.com/in/sakthi-vel-65383534b |



PROFESSIONAL SUMMARY

Detail-oriented and dependable Administrative Assistant with over 5 years of experience in financial operations, document control, data entry, and customer service. Strong organizational, communication, and multitasking skills with a proven track record of supporting team success and improving operational efficiency. Adept in leading teams, managing documentation systems, and delivering top-tier administrative support in fast-paced environments.

CORE COMPETENCIES

- Administrative Support & Coordination
- Loan Processing & Financial Documentation
- Data Entry & Database Management
- Cash Handling & POS Operations
- MS Office & Computer Proficiency
- Customer Service & Client Relations
- Document Management & Compliance
- Team Leadership & Staff Supervision
- Problem Solving & Decision Making
- Mail Handling & Distribution

PROFESSIONAL EXPERIENCE

CREDIT OPERATION EXECUTIVE

INDO STAR CAPITAL FINANCE RAMNAD TAMIL NADU

| DEC 2024-JUN 2025

- Conducted routine audits ensuring documentation accuracy and compliance.
- Managed user access rights for sensitive data repositories.
- Preserved up-to-date document logs across multiple projects.
- Improved document tracking efficiency via systematic record-keeping.
- Reduced loan processing time by 25%

BRANCH TEAM LEADER

SHIRAM FINANCE LIMITED KILAKARAI TAMIL NADU

| SEP 2021-OCT 2024

- Over saw loan processing and prepared comprehensive loan documentation.
- Ensured post-loan customer satisfaction through query resolution.
- Maintained accurate cash register transactions and balanced end-of-day accounts.
- Issued receipts and processed refunds while training and mentoring junior staff.

DATA ENTRY ADMINISTRATOR

GULF OF MANNAR MARINE NATIONAL PARK KILAKARAI TAMIL NADU

| MAR 2019-APR 2021

- Digitized records and sustained database accuracy.
- Ensured data confidentiality and integrity throughout processing.
- Assisted with document scanning, equipment operation, and daily reporting.

EDUCATION AND TRAINING

BACHELOR OF ARTS | DEPARTMENT – COMPUTER SCIENCE |

- Syed Hameediah Arts & Science College Kilakarai PASS OUT -2019 |
- Louis Levail Matric Hr.Sec.School Ramanathapuram PASS OUT -2015 |
- Higher Secondary Education (HSC)
- Schwartz Matric Hr.Sec. School Ramanathapuram PASS OUT -2013 |
- Secondary School Leaving Certificate (SSLC)

LANGUAGES

- Tamil Native
- English Intermediate
- Hindi Basic

ACTIVITIES AND INTERESTS

- Active participation in sports
- Volunteering in social services
- Passion for modeling and creative

PERSONAL DETAILS

D.O.B	19/03/1998
GENDER	MALE
MARITAL STATUS	MARRIED
NATIONALITY	INDIAN
NATIVE	KILAKARAI

PASSPORT DETAILS

PASSPORT NO	S8540928
VALID UP TO	10/02/2029

Jan 09,2025

EmpCode : **102770**
Name : **SAKTHIVEL RAMALINGAM**
Desig : **ASSISTANT EXECUTIVE**
Dept : **BRANCH OPERATIONS**
Location : **KILAKARAI**

Dear **Mr.SAKTHIVEL RAMALINGAM,**

RE: RELIEVING LETTER CUM CERTIFICATE OF EMPLOYMENT

Further to your resignation letter dated **03-09-2024**, you have been relieved from our organization as "**ASSISTANT EXECUTIVE**" & from your role as "**ACTING BTL**". As per our records, your last working date is **03-10-2024**.

We further confirm that you were employed with the company from **04-09-2021** to **03-10-2024** and left our employment on your own accord.

We wish you all success in your future endeavors.

For SHRIRAM FINANCE LIMITED



Digitally signed
by GANESH A
Date: 2025.01.09
18:15:11 +05'30'

A.GANESH
AUTHORISED SIGNATORY

Shriram Finance Limited

(Formerly known as Shriram Transport Finance Company Limited)

HCM/EL/25-26/442

06-August-2025

Sakthivel Ramalingam
09551

Dear Sakthivel,

Sub: Relieving Letter

With reference to your resignation letter dated **06-June-2025**, your services with **Indostar Capital Finance Ltd** in **Vehicle Finance-Credit** as **Credit Operation Executive** in the grade of **E1** was from **06-December-2024** to **16-June-2025**.

We hereby inform that, you stand to be relieved from the services of Indostar Capital Finance Ltd from the closing of the business hours of **16-June-2025**.

Your professionalism and effort during your association with the company is appreciated.

You are requested to continue to be obligated under your employment terms to maintain complete confidentiality of any Company related information.

We wish you all the best in your future endeavours.

For IndoStar Capital Finance Limited



Priya Prasad
Chief Human Resources Officer

IndoStar Capital Finance Limited

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