

SARAN ASOKAN

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PROFESSIONAL SUMMARY

Detail-oriented professional with a strong background in electronics manufacturing, retail administration, and laboratory management. Proven track record in optimizing production lines at Salcomp and streamlining back-office operations at Ramraj Cotton. Skilled in data management (ERP/Excel), facility maintenance, and technical troubleshooting.

WORK EXPERIENCE

Graduate Engineering Trainee 2020 – 2021
Salcomp Private Limited, Chennai.

- Production Oversight: Assisted in managing high-volume assembly lines for mobile phone chargers and power adapters, ensuring daily production targets were met.
- Quality Control (QC): Performed in-process and final inspections of electronic components using calipers, micrometers, and automated testing equipment.

Admin – Back Office Executive 2022 – 2023
Ramraj Cotton Pvt Ltd, Tirupur.

- Showroom Operations & Maintenance
- Data Management: Maintained accurate digital records for sales, inventory, and procurement.
- Report Generation: Prepared daily and weekly MIS reports to track business performance.

Admin – Back Office Executive 2024
Issac Newton Group of Institutions.

- Data Entry: Managed sales and inventory records using ERP and MS Excel.
- MIS Reports: Prepared daily reports to track stock levels and sales performance.
- Documentation: Handled filing, invoicing, and vendor communication.

Lab Assistant – BE ECE Mar 2025 – Mar 2026
St.Joseph College of Engineering, Chennai

- Equipment Maintenance: Maintained and calibrated CROs, function generators, and power supplies.
- Inventory Management: Tracked lab components (resistors, capacitors, ICs) to ensure availability for practical sessions

EDUCATION

Bachelor of Engineering in ECE
Anna University 2014 - 2017

Master of Business Administration
Gnanam School of Business 2018 - 2020

SKILLS

- Office Administration & Operations
- Microsoft Applications and Tools
- Adminstration
- Procurement & Vendor Management
- Team Leadership & Training
- Back Office Process