



R. KATHIRAVAN

MAINTENANCE SUPERVISOR

PROFESSIONAL SUMMARY

Dedicated professional with 5 years of experience, including 4 years as a Maintenance Supervisor and 1 year as an Audio-Visual Technician. Experienced in maintenance planning, preventive and corrective maintenance, vendor coordination, asset management, documentation, and AV system installation and support. Skilled in troubleshooting, event technical support, and ensuring smooth operation of facilities and audio-visual infrastructure. A proactive team player committed to operational excellence, safety, and efficient maintenance management.

CONTACT

- 8072602859
- ravikathiravan23@gmail.com
- 15, East Street,
Kandanpet, Puducherry

EDUCATION

10th 2014 - 92%

NATIONAL ENGLISH HIGH SCHOOL,
PUDUCHERRY

12th 2016 - 60%

BLESSED MOTHER TERESA MODEL HR. SEC.
SCHOOL, PUDUCHERRY

PGDCA 2022 - 96%

DEEPAM COMPUTER CENTRE, PUDUCHERRY

B. Tech (CIVIL) - 80%

CHRIST INSTITUTE OF TECHNOLOGY,
PUDUCHERRY

PERSONAL DETAILS

Father Name : P. Ravi
Mother Name : R. Vanitha
DOB : 23.06.1999
Marital status : Single
Gender : Male

LANGUAGES

- English
- Tamil

WORK EXPERIENCE

MAINTENANCE SUPERVISOR – 4 YEARS

Aarupadai Veedu Medical College & Hospital:

- Asset maintenance and lifecycle management of campus infrastructure and facilities.
- Plan, supervise, and monitor preventive and corrective maintenance activities.
- Prepare and maintain maintenance records, work orders, reports, and documentation.
- Identify and coordinate reconstruction, renovation, rehabilitation, and repair works.
- Prepare technical estimates, BOQs, and specifications for maintenance projects.
- Initiate purchase requests and coordinate procurement of maintenance materials and equipment.
- Execute and supervise civil maintenance, repair, renovation, and rehabilitation works.
- Monitor contractors and vendors to ensure quality work and timely completion.
- Conduct routine inspections to identify defects and implement corrective actions.
- Ensure compliance with safety standards and institutional maintenance requirements.
- Maintain asset registers, warranty records, and maintenance history.
- Support infrastructure readiness for inspections, audits, and accreditation requirements.

AUDIO-VISUAL TECHNICIAN CUM SUPERVISOR - 1 YEAR

- Managed live streaming of academic and institutional events using OBS Studio and YouTube.
- Operated the Code Activation Public Address System for emergency alerts and announcements.
- Designed and managed digital signage content using HYZIGN.
- Provided AV support and troubleshooting for college events.
- Handled AV equipment procurement, maintenance, and planning.
- Created basic event videos using Adobe Premiere Pro.
- Maintained event, inventory, and technical documentation.
- Coordinated with faculty and departments to ensure smooth AV operations.

ASSISTANT BRANCH POST MASTER

- Nettapakkam Branch Post Office, Puducherry
- Sep 2019 - Mar 2021 (1.5 Years) Supported daily postal operations including mail dispatch, money orders, and account handling. Delivered consistent customer service and maintained postal transaction logs. Ensured adherence to government protocols and recordkeeping guidelines.

KEY SKILLS

- Technical Tools: OBS Studio, Adobe Premiere Pro (Basic), HYZIGN, MS Word, MS Excel (Basic)
- AV Operations: YouTube Live Streaming, Display Content Publishing, DTH Support
- Documentation & Administration
- Team Coordination & Event Management
- English Typing (Certified)
- Computer Applications: PGDCA Certified


(R. KATHIRAVAN)