**CURRICULUM VITAE**

**OBJECTIVE**

To build up with the present skills and capabilities and to seek a position that gives opportunities to keep abreast with the latest trends and developments in supervising and documentation, office works, determination to excel and work for the mutual benefit of the organization and self.

EXPERIENCE SUMMERY

More than 5 years experience in Supervising, Documentation, Driving and office works like data entry and other computer related works.

**ACADEMIC RECORD**

SSLC : Board of Madras University

Pre Degree : Madras University

**COMPUTER SKILLS**

* Programming languages: MS Office ( MS word, MS Excel & Power Point)

OTHER SKILLS

* Documentation, Data entry works and Supervising cum Driver

PERSONAL DETAILS

Nationality : Indian

Sex : Male

Marital Status : Single

Date of Birth : 17/11/1980

Language Known : English, Hindi, Tamil and Malayalam

Interest & Hobbies : Listening Music, Cooking, Reading, Chatting

PROFESSIONAL EXPERIENCE

* Organization : Stern Decor LLC

Designation : Supervisor cum Driver

Duration : Feb 2007 to Jan 2015

Work Responsibility

1. Responsible for Supervising
2. Support office related works
3. Driver (28/07/2009 -28/07/2019)

CAPABILITIES

* Ability to work with any department and management, in learning and suggestive manner
* Self motivated and ability to work independently
* Ability to work under stress with a cheerful attitude to achieve desired targets

**First Name of Application CV No:** **604512**

Whatsapp Mobile: +971504753686

