**RESUME**

[**Mustak.150746@2freemail.com**](mailto:Mustak.150746@2freemail.com)

**MUSTAK**

Career Objective

To achieve a challenging position and a respectable position in an organization where I am able to contribute according to my skills

WORK EXPERIENCE

Company : As Sami Distribution Agencies Thiyagadurgam.

Designation : Administrator

Duration : November 2013 to November 2016

Total Experiences : 3 years

**Roles:**

●Managing the day-to- day operation of the office

●Maintaining a clean and enjoyable working environment

●Handling external and internal communication

●Creating and maintain filing systems

●Arranging transportation for employees

●Sorting and distributing income and outgoing post

**Visa details**

* visa type : visit visa
* date of issue : 05-03-2017
* expiry date : 08-06-2017

|  |
| --- |
| ACADEMIC CHRONICLE |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COURSE | **Name of the institution** | **Board/**  **University** | **Year of study** | **percentage** |
| MBA  HR&MARKETING | Tagore Engineering College, (Chennai) | Anna University  (Chennai) | 2012-2014 | 69% |
| BBA | DR.R.K.S Arts and Science college  (Kallakurichi) | Thiruvalluvar University  (Vellore) | 2009-2012 | 62% |
| HSC | Govt.Hr.Sec.School  (Thiyagadurgam) | State Board | 2007-2008 | 52% |
| SSLC | Govt. Hr.Sec.School,  (Thiyagadurgam) | State Board | 2005-2006 | 49% |

Project Work

**MBA MAIN PROJECT**

**Project Title: A STUDY ON EMPLOYEES, WELFARE & SAFETY MEASURES**

**Company : HINDUJA FOUNDERIES**

Achievements

* Participated in BUSINESSS QUIZ at Muthayammal Institute of Management & got 3nd prize.
* Participated in BUSINESSS QUIZ in vyshiya college

**SEMINORS**

* Participated many seminar in many college under Anna University
* Participated in a Management games on Marketing .
* Participated in the International Conference about Motivation and Brainstorming.

|  |
| --- |
| **COMPUTER SKILLS** |

Software’s known : Tally ,Microsoftoffice, power point

Microsoft Word & Excel

Personal Details

**Date of Birth :** 08th MAY1991

**Nationality** : INDIAN

**Languages Known :**English,tamil, urdu and Hindi