**RESUME**

**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

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| ACADEMIC CHRONICLE  |

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| COURSE | **Name of the institution** | **Board/****University** | **Year of study** | **percentage** |
| MBAHR&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.

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| **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