**RESUME**

**ANANDARAJ**

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#### Career Objectives

Looking for challenging and growth oriented position of where experience, efficiency, hard work and dedication can be utilized up to full extent. I have proven track of good administrative and communication skills in innovation creativity and in motivating high productivity.

**Personal skills**

Good presence of mind, focused towards goal, good listener, good analytical skills to work as a team.Punctual and self confident to handle tasks, never giving up attitude, imaginative, creative, ability to work under pressure.

**Educational Qualifications**

* Completed **SSLC** in **SKSDS Hr SEC SCHOOL**, Tamil nadu, India- 2006.
* Completed **+2** in **SKSDS Hr SEC SCHOOL**, Tamil nadu, India- 2008.
* Completed **Bachelor’s Degree** in **Bachelor of Computer Application (B.C.A)** from **SKSS Arts&Science College**, Tamil nadu, India-2009-2011**.**
* Completed **Master’s** **Degree** in **Master of Business administration (M.B.A) from HINDUSTHAN Institute of Technology**, Tamil nadu, India-2011-2013.

**Technical experience**

* 6 months working experience in **VISUAL MERCHANDISER** at **SHOPPERS STOP LTD**, India.
* 3 years working experience in **INVENTORY CONTROLLER** at **AL MADINA GROUP OF COMPANIES**, Dubai,(UAE)2014-2017(current to date).

**Certifications**

MS Office 2007 - Word, Excel, PowerPoint, Operating system such as windows XP, Vista, 7 and 8, Photoshop, completed in SKSS Arts&Science college Kumbakonam-Tamil Nadu, India from the year 2009 to 2011.

**Areas of Interests**

* Inventory controlling.
* Sales&Marketing.
* Administration and Maintaining office.
* Retailing&Supply chain management.

**Strengths**

* Ability to motive and contribute willingly to achieve the set goals.
* Disciplined and well organized in work habits with ability to function efficiently under pressure.
* Skilled at communicating matters effectively with people at all levels.
* Time management.
* Sincerity, loyalty and initiative to perform tasks efficiently.
* Motivate to others.
* Willingness to learns and listen.

**Personal Information**

Gender : Male

Date of birth : 30-03-1991

Nationality : Indian (Tamil Nadu)

Blood Group : O +ve

Marital status : Single

Languages known : English, Tami, Malayalam and Hindi

**Declaration**

I hereby declare that the details that I have provided are sufficient to give you an accurate impression of both my personal attributes and my enthusiasm for the opportunity that your company is offering. I have the firm hope that this job will offer me more challenge and opportunity for career advancement as well as help me to broaden my own experience and knowledge. Thanking you