To,

The Manager

HR Department

Dear Sir / Madam

## Sub: Applying for suitable position in your organization

## I am writing to enquire whether someone with my background, experience and qualifications can be of interest to you.

## I am sure that there would be extremely challenging and growth oriented career opportunities existing in your organization. All this positively inspires me to explore an appropriate joining with your good self.

## On my part I can assure you that with my qualification accompanied with the knowledge and skills acquired during my work, I would be able to make a meaningful contribution to your organization.

## I am looking forward to an opportunity of meeting your good self and exploring possibilities further.

## Please find enclosed herein my Curriculum Vitae for your kind perusal.

## Thanking you in anticipation.

## Assuring you of my best services at all times.

## Yours sincerely,

**Objective**: To discover the needs of clients by listening with an open mind and to deliver quality service that continues to exceed expectation and contribute to growing profitability. Always committed to learning new skills, methods and techniques so constantly remain on the cutting edge of technology.

**Work Experience:**

**CIVIL SUPERVISOR/SITE INCHARGE - DIVAKAR CONSTRUCTIONS, MANGALORE**

**JAN-2013 TO FEB-2014**

* Maintaining Labour attendance and also having brief check manually.
* Providing day to day reports of the work done by particular supervisor and also handling their daily reports.
* Maintaining stock report such as of materials entering the construction site and keep the records of issued materials
* Maintaining Labour wages weekly and calculation of wages according to their attendance.
* Maintaining the petty expense such as printing & stationary
* Maintaining the petty cash register and distribution of salary and cash deposits to bank.
* Maintaining machinery maintenance details and the work flow of each machinery available at site.

**COSTUMER SUPPORT EXECUTIVE - VOICESPACE, URWA, MANGALORE**

**JAN-2012 to NOV-2012**

* Work included verbal communication with US clients.
* Quality control and image accuracy.
* Data Entry operations.
* Handling process details and also submitting clear cut output.
* Handling calls for a U.S Based company named ATNT telephone company.
* Handling complaints and also other queries of the U.S costumers.
* Providing offers and other schemes to the costumers and also.

**OFFICE ASSISTANT/ASSISTANT LIBRARIAN - ST. JOSEPH`S College, MANGALORE**

**JUN-2009 to JUN-2011**

* Maintaining the library containing over 2 lakh books and also the archives.
* Maintaining the archives and updating monthly for the further use of it in coming days.
* Maintaining the cash register.
* Handling day to day operations in the Library such as issuing books manually as well as through programmes.
* Creating back up of records maintained.
* Handling office work such as files of students

**DATA ENTRY EXECUTIVE - MAPCO TECHNOLOGIES, MANGALORE**

**MAY-2008 to DEC-2008**

* Work included advertising in various websites.
* Maintaining records of day to day operations.
* Leading a team of 25 employees to ensure quality output.
* Also appointed as a Team Leader for the evening batch as a result of quality output.
* Work included publicity of U.S websites in various other websites including Pharma products, Food products , Electrical items.
* Solving issues related in various manner.

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTIUTION** | **YEAR OF PASSING** | **MARKS OBTAINED** |
| B.COM | CMJ University, Meghalaya. (CORRESPONDENCE) | Aug 2012 | 72.33 % |
| PUC | ST.ALOYSIUS COLLEGE, Mangalore. | April 2008 | 61% |
| SSLC | MILAGRES SCHOOL OF EDUCATION | April 2006 | 63.68% |

**Computer Knowledge:**

Diploma in Computer Application – MICE, Mangalore

MS-Office, Internet Usage, Accounting Package such as Tally, Peachtree, Dac Easy.

Advanced Excel from Shri Devi Computer Education

**Personal**

**Date of birth** 22nd April, 1990

**Nationality** Indian

**Marital Status** Single

**Languages known** English, Hindi, Kannada, Konkani and Tulu

**Interests and hobbies:**

Reading books, Articles, Music, Cricket, Football etc.



**Gulfjobseeker.com CV No:** **1476906**