**CURRICULUM VITAE**

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**Objective:**

To work for an organization which will help in value addition and serve as a spring board to move ahead in my career by providing me interesting career opportunity and harness the best of my caliber.

**Academic Profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Year** | **Aggregate** |
| M.B.A (FINANCE) | St. Joseph’s College of Engineering | Anna University | 2013 | 5.97  CGPA |
| B.SC COMP.SCI | The New College  (Autonomous) | Madras University | 2011 | 57% |
| H.S.C | Bharathi Matric. Higher. Sec  School | Matriculation | 2008 | 71% |
|  |  |  |  |  |

**Software Proficiency:**

Software package : MS Office 2007 package

Operating Systems : Windows XP (excel, power point)

**Final Year Project:**

* Have done my main project in the name of “A STUDY ON BUDGETARY CONTROL AT ITC LIMITED

**Work Experience:**

**M/S OM FREIGHT FORWARDERS PVT.LTD**

Designation: Executive

From- 25.09.2013 To- 20.08.2015

**Job responsibilities:**

* After vessel loading is completed collecting the final shipping documents from our client (JSW STEEL)
* Arranging the ARE documents with the shipping bills for evaluation.
* Port operation works for import
* Ground stock maintenance for export
* Port clearance and transportation works.
* Arranging the vehicle for delivering the goods to our client place for import
* Collecting the delivery orders from concerned liners

* **Administration works**
* Attendance maintenance
* Vehicle maintenance

* Electricity Maintenance
* Employees personal record and labor form maintenance

**Professional Strengths:**

* MS Office, Excel and Internet Operations
* Inter-personal and team work skills
* Business communication and effective listening skills
* Decision making and multi-Tasking skills
* Team handling Skills.

**Personal Profile:**

D.O.B : 18.07.1991

Nationality : Indian

Languages Known : English, Tamil Fluent in reading and writing

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**Gulfjobseeker.com CV No:** **1516770**