

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1574232

E-mail: gulfjobseeker@gmail.com

***Summary***

To work in a competitive environment where I can use my knowledge and skills and work for the development to the concerned organization.

***Job Description***

 Under direction, performs a office admin assistant and variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; may serve as a lead worker to other classified staff in the area; and perform related work as required.

***Scope***

Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills, Internet research abilities and strong communication skills.

***Education & Certifications***

* The New College Institution, Bachelor of Commerce (B.Com), Chennai – University of Madras with 52% in the year 2010
* Dr.G.M.T.T.V Hr.Sec School, Standard XII in Chennai with 68% in the year 2007
* Mercury Matriculation Hr. Sec School, Standard X in Chennai with 58 % in the year 2005
* Technet Soft System Certified as Diploma In Computer Hardware & Networking

***Work Experience***

2010 - 2012 : Assistant Accountant – ***Universal Engineering Works*** – Manufacturing of PRECISION TURNED & PRESSED COMPONENTS – Chennai.

Maintenance of Daily cash ledger & Bank Transactions, Maintenance of all cash vouchers,

Daily Entry in Tally ERP, Salaries, Formatting Invoices And Sales tax & Cental Excise and doing Administrative works.

2012 – 2016 till date : Stores Manager – ***Universal Engineering Works*** – Manufacturing of PRECISION TURNED & PRESSED COMPONENTS – Chennai.

Maintenance of Raw materials stocks, Machinery Parts & Applying Job Card to Staffs, Requesting for Purchase Order of Raw Materials to Purchase department, Quality checking of finished material & Formatting Delivery Chellan & J J form to Sub contractor.

***Computer Skills***

* Diploma in HARDWARE AND NETWORKING in Technet Soft System - Chennai.
* MS Office.
* Tally.

***Skills***

* Fast learner
* Good Team-mate
* Co-operative
* Hardworking
* Positive Attitude

***Personal Details***

Date of birth : 01.06.1988.

Sex : Male.

Marital Status : Single.

Linguistic Power : English,Tamil,Hindi,(speak, read and write).