**Cover Letter**

**GANESH**

[**GANESH.265497@2freemail.com**](mailto:GANESH.265497@2freemail.com)

Dear Sir/Madam,

I am seeking a challenging career opportunity in your company, and am submitting my resume for your review. In advance, thank you for your time and consideration.

A Multi-skilled professional with nearly 2 years of experience in Customer Service, IT, Administrations and Sales Operations. Extensive knowledge of working practices, conditions of employment and diversity issues.

 I have acquired my **Post Graduate in Master of Computer Application – MCA**. You will benefit from my following key strengths:

* Computer expertise, with proficiency in all MS Office programs (Word, Excel, PowerPoint, Outlook and Access), Tally 9, Photoshop, .NET programming, SQL programming, Card level Hardware Servicing.
* Broad-based experience covering a full spectrum of Administrative Duties, Cash Handling, including executive support, office management, billing/invoicing, customer care, account management, database administration, document preparation, travel/meeting coordination and project/program support.
* Superior multitasking talents, with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.
* Good organizing and planning skills, dedication to continuous improvement.
* Team player, **Ability to work under pressure**, Self-motivated and have acquired the ability to pay strong attention to detail.

As an employer, you will find me to be a driven team player committed to supporting you in achieving your objectives. I am confident I will be a valuable asset to your firm and look forward to interviewing with you in the near future.

Sincerely,

**Ganesh Kumar. S**

**CURRICULUM VITAE**



**Ganesh**

**OBJECTIVE**

Seeking for a challenging role in reputed organization to invest all my professional expertise, qualification, valuable experience to the optimum level, to facilitate continued career growth.

**PROFESSIONAL & EDUCATIONAL PROFILE**

* Over 2 years of experience in Customer Service, IT, Administrations and Sales Operations.
* Post Graduate in Master of Computer Application – MCA.
* Diploma in .NET programming certified by Horizon Technology.
* SYSTECH Certification in Computer Hardware and Networking.
* Certification in Application Debugging Head.

SKILLS & ABILITY

* Multi-tasking, Able to handle and support employees in all levels.
* Ability to interact with cross functional teams to achieve objectives.
* Leadership and team management - Advanced problem solving ability & Multi-tasking.
* Quick learner, self-motivated and Ability to meet deadlines consistently.
* Effective utilization of time (Time Management) - Professional outlook and attitude towards.
* Ability to generate prompt & accurate MIS reports.
* Proactive, dedicated and cooperative team worker, excellent user of Windows & MS-Office.

PROFESSIONAL EXPERIENCE

**Company : Shree Vijay Technology Solution – Tamilnadu – India.**

**Period : 1st October 2014 to 30th Jun 2015.**

Position : .NET Developer and Programmer.

* Project Developing and Static Website Creations.
* SSI - Invoicing and Billing Software Developing and Debugging.
* Back up and Maintaining systems and software upgrading with accurate records.
* Customer demonstration about the new projects and generating new orders.
* Training, Coordinating and Controlling the team members.

**Company : SKF Bearing Industrial Distributors – Tamilnadu – India.**

**Period : 20th July 2015 to 31st Jan 2016.**

Position : IT Customer Service cum Sales Executive.

* Processing orders, Organizing the dispatch and delivery of goods.
* Ensuring goods are stored safely, keeping staff fully trained.
* Maintaining [safety standards](http://www.totaljobs.com/careers-advice/money-and-legal/health-and-safety-at-work), keeping accurate records.
* Maintaining timesheets, Maintaining stock levels, delivery times and transport costs.
* Coordinating and controlling the order cycle FIFO basis.
* Continually trying to improve and developing the business performance within the

constraints of legislation, fuel costs and rising environmental pressures.

**COMPUTER SKILLS**

* Operating System : Windows XP and 7.
* Package : Ms-Office 2010 & Ms-Outlook.
* Hardware : PC card-level Servicing.
* Accounting Package : Tally 9

**PERSONAL DETAILS**

* Date of Birth : 09 July 1990 - Indian - Male.
* Visa Status : Visit Visa (valid till **23th May 2016**)

**DECLARATION**

I hereby declare that all the above information’s are true and best of my knowledge.