**FEROZ**

**Objective**

* Seeking a challenging position with a reputable company, where my accumulated knowledge, experience, accomplishment and background will assist in its growth and productivity.

**Skills**

* Multi-lingual ( English, Hindi, Urdu, Tamil)
* Qualified on several Microsoft Programs, Word, Excel, and PowerPoint .

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| **PROFESSIONAL EXPERIENCE** | |
| |  | | --- | | 13 Febuary 2011 to Pesent | |  |   Administrative Assistant (Hvac) |  |
|  |  |
| * Implementation of PMCS work orders * Issuing and reviewing work orders and related paper work. * Provide guidance to less experienced Technicians in troubleshooting A/C units. * Primary key Custodian for Hvac section. * Performing other duties as assigned by manager.   24 SEPTEMBER 2008 TO 12 Febuary 2011  Supply Associate : (GS multi Class warehouse)  Duties Includes:     * were receiving and sorting of various items * Processing of material through the Army SARRS Program. * Assigning NSN numbers and performing various inventories. * Maintaining and filing various documents and correspondence. * Preform inventory on monthly basis,ensure stock availability and location survey * Work in a teamwork environment and assisted other employess as need   SUMMARY Education QUALIFICATION:  Tamilnadu State Board:   * High school certificate SSLC   Government of Tamilnadu india:   * Higher secondary Examination certificate   Creative computer centre (Diploma)   * Computer Application * MS Word MS Excel,MS powerpoint,Outlook Express   Camp Arifijan   * Certificate Eight (8) hours Hazwoper Training * Certificate (2.5) hours Key Custodian Training * EPA Universal Certification.   Special Certification from us Army & csa  Camp Arifijan Kuwait:   * ‘W7A’ Appreciation Certification * Warehouse and customer service Appreciation Certification * Outstanding Performance Appreciation Certification   DRIVING LICENSE DETAILS    Indian Driving License  **PERSONAL DATA**  DATE OF BIRTH : 01-SEP-1985  NATIONALITY : Indian  MARITAL STATUS : Single      **Job Seeker First Name / CV No: 1718250**  [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)  New_logo.gif | |