**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 .

|  |
| --- |
| **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 2011Supply 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 & csaCamp 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-1985NATIONALITY : IndianMARITAL 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 |