**CURRICULUM VITAE**



**KUTHUBU** [**KUTHUBU.353246@2freemail.com**](mailto:KUTHUBU.353246@2freemail.com)

**objective**

Looking for an opportunity to utilize my skills that will benefit your concern which offer security and professional growth while being resourceful, innovative and flexible.

**EDUCATIONAL QUALIFICATIONS**

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| **Sl. No** | **Course** | **Institute** | **Percentage** | **Pass out** |
| 1. | B.Tech | Rajasthan Vidyapeeth University | 64% | August 2016 |
| 2. | DCT | IRT Polytechnic College, Tirunelveli. | 82% | April 2007 |
| 3. | ITI | OXFORD ITI, Tirunelveli. | 86% | April 2004 |
| 4. | S.S.L.C | Muslim Higher Secondary School, Tirunelveli. | 86% | April 2003 |

**PROFESSIONAL EXPERIENCE**

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| * Organization : **GLOBE MARINE SERVICES CO. (SAUDI ARABIA)**,   Designation : **DOCUMENT CONTROLLER,**  Period : **OCTOBER 2010 TO JUNE 2016.**  **RESPONSIBILITY**   * **DOCUMENT CONTROLLER** in **GLOBE MARINE SERVICES CO., KING ABDUL AZIZ DAMMAM PORT– KINGDOM OF SAUDI ARABIA.** * Good knowledge in controlling all documentation related activities in a project. * Good knowledge in control and maintain project record of incoming and outgoing documents. * Good knowledge in maintaining soft copy and hard copy information. * Ensure the effective running of the day-to-day operations of the documents. * Good knowledge in maintain register of all receipts and issues or submission of documents correspondence. * Ensure to filing the all documents – project wise, date wise and number wise. * Good knowledge in Iqama and Port Pass validity check and renewal for employees. * Maintain and monitoring the all type of documents like transfer employee, vacation details, visa expiring and exit. * Good knowledge in maintaining the employee personnel files. * Good knowledge in maintain the overall manpower status. * Good knowledge in feeding data, preparing daily tonnage report and weekly, monthly, yearly statistics reports. Data entry for daily report in software. * In this project, I make invoice process for every import and export vessels. * We are facing different types of cargo like Bulk and General (Steel Products, Woods, different types of Equipments and Machinery). * Good knowledge in document work about the vessel’s (Manifest, Tally Sheet, Direct Delivery, Landing Advice, Cargo Damage report and Storage Delivery). * Good knowledge in make the vessel’s schedule for daily and weekly. |
| 2. Organization : **CARE IT SOLUTIONS (INDIA) PVT. LTD.,**  Designation : **CUSTOMER SUPPORT ENGINEER,**  Period : **JANUARY 2010 – OCTOBER 2010.**  **RESPONSIBILITY**   * **CUSTOMER SUPPORT ENGINEER** for**MADURA COATS PVT. LTD, TUTICORIN.** * Care Computer Network Solutions (India) Pvt. ltd., providing the System and Printer service support for Wipro InfoTech group. * Basic service of all type of Dot Matrix Printers. * Basic installation of Lotus Notes clients 8.5.   Configuring Outlook Express mail. |

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| 3. Organization : **HCL INFO SYSTEMS LTD.,**  Designation : **SYSTEM ENGINEER**  Period : **NOVEMBER 2008 – MARCH 2009.**  **Responsibility**   * **SYSTEM ENGINEER** for **AIRPORT AUTHORITY OF INDIA, CHENNAI.** * Basic service of all type of Dot Matrix Printers. * Configuring & Sharing Printers in a Network. |
| 4. Organization : **HCL INFO SYSTEMS LTD.,**  Designation : **SYSTEM ENGINEER**  Period : **JULY 2007 – JULY 2008.**  **RESPONSIBILITY**   * Assembling and testing all range of Servers. * Install and configure all type of Add on Cards like Raid (SAS, SCSI, and SATA), LAN, Sound, IRMM and VGA Card. * Good Knowledge in Trouble Shooting for all Range of Servers and Desktop. * Knowledge of Management software like ISMS. * Handling and Testing for all Intel and Non-Intel Servers from Entry level to Enterprises Level. * Knowledge of Windows 2000/03/08, XP, VISTA. * Basic installation of RHEL WS/AS/ES LINUX OS Loading and Testing Evaluation. |
| 5. Organization : **SANIBIL SYSTEMS LTD.,**  Designation : **HARDWARE ENGINEER**  Period : **MARCH 2006 – JULY 2007.**  **RESPONSIBILITY**   * Assembling computers, peripherals. * Basic Service of all desktops. * Installing Various Application and software’s Like SQL Server, Visual Basic and etc. |

**NETWORK SKILL**

* Creating and Configuring ADS (Active Directory Services).
* Creating Group Policy.
* Creating a Domain Users and Groups account.
* Install and Configuring Printers in Local and Network.
* Creating and Configuring the LAN.
* Basic Configurations of DNS and DHCP.

**Additional Qualification**

* Servicing A/c and Refrigerator.
* DHCT (Diploma in Hardware Computer Technology).
* Good knowledge in Junior Grade Type Writing (in English).
* MCP (Microsoft Certified Professional).

**TRAINING UNDERGONE**

* Attended in Electrostatic Discharge **(ESD)** Principles Training at HCL, Pondicherry.
* Attended in Japanese House Keeping **(5S)** Technology at HCL, Pondicherry.

**Personal details**

Gender : Male

Date of Birth : 28.10.1987

Nationality : Indian

**Declaration**

I do hereby declare that the particular information and facts stated herein and above are true, correct and complete to the best of my knowledge and belief.