###### **Monickam Photo.JPGCURRICULUM VITAE**

**MONICKAM**

[**MONICKAM.372652@2freemail.com**](mailto:MONICKAM.372652@2freemail.com)

**Personal Summary:**

A highly motivated and ambitious individual able to give timely and accurate advice, guidance, support and training to team members and individuals. Possessing excellent management skills and having the ability to work with the minimum of supervision. Having a proven ability to lead by example consistently hit targets, improve best practices and organize time efficiently.

**Work Experience:**

**Company Name – Safi Trading Company – Logistics Coordinator.**

**Duration -- December 2014 to July 2017.**

**Responsibilities of Logistics Coodinator.**

* Coordinate and monitor supply chain operations
* Ensure premises, assets and communication ways are used effectively
* Utilize logistics IT to optimize procedures
* Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
* Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
* Plan and track the shipment of final products according to customer requirements
* Keep logs and records of warehouse stock, executed orders etc.
* Prepare accurate reports for upper management

**Company Name – Sys Cube Infotech-Web Research Analyst (Team Head)**

**Duration - September 2011 to November 2014**

**Responsibilities of Web Research Analyst (Team Head) :**

* Give training to the staffs.
* Provides Technical Support to the Company.
* Support the staff queries.
* Responsible for installing and maintaining the computer networks.
* Maintain the user accounts.
* Planning and Implementing new developments again to ensure long term growth.
* Work as part of IT Teams with Project Managers, NetworkEngineers and Staffs.

**Company Name – V Dezin Technologies-Web Research Analyst**

**Duration -- July 2010 to September 2011.**

**Web Research Analyst :**

A web analyst should be able to analyze maintenance and web development costs and measured in line with company targets and performance standards. A web analyst does research on web hosting server platform.

**Duties of Web Research Analyst:**

* Preparing daily workloads for staff & coordinating the daily allocation of work.
* Motivating the team to achieve high standards and KPI targets.
* Handling new client enquiries and acting as the face of the business.
* Monitoring & reporting on standards & performance targets.
* Arranging & chairing weekly team meetings, focusing on targets & achievements.
* Implementing new initiatives.
* Praise team members and creates a positive working environment.
* Ensuring all administrative and IT records are entered and updated correctly.

**Professional:**

* Institute of Leadershipand Management (ILM)

**Personal Skill:**

* High performance
* Delegating
* Decision making
* Organizing

**Academic Qualification:**

* Diploma in Computer Engineering **Cape Polytechnic College (2007-2010)**
* Higher Secondary **(2005-2007), S.M.R.V Higher Secondary School, Nagercoil**, Tamilnadu.
* S.S.L.C **(2004-2005), S.M.R.V Higher Secondary School,** Nagercoil, Tamilnadu.

**PERSONAL DETAILS**

**Nationality : Indian**

**Date of Birth : 22.09.1989**

**Status : Married**

**Languages Known : English, Tamil, & Malayalam**

**Declaration:**

I do hereby declare that the information furnished above is true to the best of my knowledge and belief.