**CURRICULAM VITAE**

**NIVAS**

**E. mail:** [**nivas.373669@2freemail.com**](mailto:nivas.373669@2freemail.com)



**CAREER OBJECTIVE**

**Be part of a dynamic and progressive organization that will provide opportunity for me to excel, through performing task effectively and responsibly, by utilizing and expanding my skills, knowledge and talents with the objective to develop both my personal and professional qualities and ultimately accomplishing the vision and mission of the company.**

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**Personal Traits**

**An articulate, highly organized and result oriented individual with a proven record of innovative leadership, successful problem solving and exceeding normal goals and objectives.**

**Extensive knowledge of all facets of office and excellent interpersonal skills, which will be utilized to establish strong and effective relationships in all areas of customer services as well as action oriented decisive expediter, expert at spotting problems and at defining the mission and vision with team through strategic planning.**

**Education Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **Board/ University** | **Year of** | **Aggregate** |  |
| **passing** |  |
|  |  |  |  |  |
| **Diploma in** | Vandayar polytechnic college | State board of |  |  |  |
|  | technical |  |  |  |
| **Mechanical** |  | 2010-2013 | 75.29% |  |
|  | education and |  |
| **engineering** |  |  |  |  |
|  | training |  |  |  |
|  |  |  |  |  |
| **SSLC** | National higher secondary | State board | 2009 | 67.2% |  |
| school |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| **WORKING EXPERIENCE** | |  |  |  |  |

* **Worked as a store keeper in aarkay erectors pvt ltd Kerala, India June 2015 to June 2017**
* **Worked as a store keeper in majestic service station Tvr Dt., Tamil Nadu, India May 2014 – May 2015**
* **Worked as a service supervisor in kjl tvs motors Tvr Dt., Tamil Nadu, India May 2013- April 2014**

**In Computer Field**

**Able to work with MS Widow’s platform also having a good knowledge in Ms-Office, AUTO CAD and COREL DRAW packages as well quick understanding individual database software.**

**Supervisor field:**

**I will do good supervision, encourage the worker, and easily solve the problem then Job card management and record maintaing**

**Store keeping field:**

**Extensive and talented management services with background in Stores keeping operations,**

**. Proven ability to direct business operations in providing excellent services to client for arrays of product and services in various locations, ability to negotiate various contracts (procurement, skilled labor related services and business dealings). Based on records perform consistently in meeting and or exceeding goals for profitability, revenue and growth. Highly familiar with budget management, scheduling, payroll, and inventory control with excellent skills in communication and reporting.**

**In Account field:**

**Able to maintain bookkeeping, ledger maintaining, as well as full set of all account related clerical work by manual and computerized organizations.**

**Proficiency in Languages:**

**Tamil, English (Read, Write, Speak)**

**Personal Information:**

**Date of birth** **: 29.10.1993**

**Gender** **: Male**

**Religion** **: Muslim**

**Nationality** **: Indian**

**Marital Status** **: Unmarried**

**Visa status**

**Visa status** **: visit visa till 26oct, 2017**

**Declaration**

**I hereby declare that the details furnished above are true to the best of my knowledge and I assure you that if you given an opportunity, I would prove the above mentioned skills.**

**Thanking You,**

**Yours faithfully**

**NIVAS**