SUNIL KUMAR

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**CURRICULAM VITAE**



**Objectives:**

To pursue a challenging career in a well-established organization and contribute to the growth of the organization.

**Summary:**

Experienced storekeeper & site in charge with a leading MEP company in Dubai. Proficient in supervisory role as a Cashier cum Accountant in a well reputed Courier Company in Mumbai, India. Extensive operational experience (Involvement in Lathe Operation, Milling, Cylindrical Grinding, Surface Grinding and CNC Milling).

**Personal Strength:**

* Having pleasing personality and good interpersonal skills.
* Dedicated, Smart working skills & self-motivated.
* Abilities to adapt to new environment and grasp work quickly and work independently.
* Abilities to organize, co-ordinate, implemented control work related activities.

**Academic Qualification:**

* S.S.L.C (basic schooling – upto 11th grade)

**Technical Qualification:**

* Computer literate and can operate Microsoft programs such as Word, XL etc.
* Turner Course from G.D.Naidu Charities, Coimbatore.
* Skilled Mechanical Craftsman Course from G.D.Naidu Charities, Coimbatore.

**Professional Experience:**

Position: Store keeper and site in charge

**Responsibility**: Stock maintenance in warehouse and at site, supervising workers at site, maintaining their attendancerecords, receiving and dispatch of materials, ensure proper documentation with regards to materials receipt and dispatch, stock counting, assisting PRO in with admin work related to visa etc.

**2014 to 2017**

Company: Professional Courier, Mumbai, India

Position: Chief Cashier

**Responsibility**: Day to day cash activities and in charge of overall operations relating to cash transactions within theorganization. This also includes the account management and other related tasks.

**2000 to 2014**

Company: Lohashilpi Machines, Anamagad, Malapuram, Kerala

Position: Servicing Supervisor

**Responsibilities**

Turning, Milling, Cylindrical & Surface Grinding, R&D, Maintenance & Servicing of Machines

**1999 to February 2002**

Company: Lohashilpi Machines, Anamagad, Malapuram, Kerala

Position: Machine Operator

**1996 – 1999**

Company - GEE DEE Wailer (p) Ltd., Podanur, and Coimbatore

Position: Machine Operator

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| **Personal Details:** |  |  |  |
| Date of Birth | : | 27th May 1971 |
| Nationality | : | Indian |
| Languages Known | : | English, Hindi, Tamil and Malayalam |