**KARTHICK**

**E-Mail:** [karthick-391590@2freemail.com](mailto:karthick-391590@2freemail.com)

**Career Objective:**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

**Summary:**

* An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.
* Recognized for successfully meet targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.
* Researches parts or supplies and make requisitions/purchase orders
* Interacts with vendors; assists with issuing storeroom supplies & equipment
* Post materials to work orders
* Review invoices, maintains records and performs periodic inventories

**Working experience:**

Total years of working experience: 3years

Organization : Sri Sairam Enterprises

Designation : Sales Executive

Location : Chennai , India

Period : Jan 2018 to till date

**Roles & Responsibilities:**

* Responsible for company product to be distributing various organization using excellent communication skills way of approaching and dealers opinion.
* Experience of collection and taking orders of products ,cash handovers and complaints

Organisation : Sakthi Shipping Services (I) Pvt.Ltd

Designation : Junior Engineer

Location : Andaman & nicobar Islands , India

Period : Jan 2017 to Oct 2017

**Roles & Responsibilities:**

* Responsible for watch keeping all machineries like main engine ,generator ,pumps ,filters ,a/c plant , refrigeration etc.
* Assist chief engineer and second engineer and follow their instruction regarding safeties and measure the readings regularly and tabulate it.

Organisation : SS comfort Hotels

Designation : Receptionist

Location : Coimbatore , India

Period : Jun 2016 to Nov 2016

**Roles & Responsibilities:**

* Responsible for all phone enquires, customer Relationships, account sections.
* Carrying out check in check out formalities ,billings

Organisation : Sea Horse Marine Engg Pvt Ltd

Designation : Store incharge

Location : Chennai, India

Period : Sep 2014 to Feb 2015

**Roles & Responsibilities:**

* Responsible for all products ,equipments and tools requirements which was in stores
* Handle the tools without any damages and make proper records and requirements should be submitted.

**Technical skills:**

* Establishment of good relationships with customers and associates.
* Windows 10, MS word, Excel, Power point
* Value added training courses – PST, FPFF, PSSR, EFA, OTF, GTF, CTF

**Educational Qualifications:**

* Bachelor of Engineering in Marine Engineering in GKM college of engineering and technology Chennai from (2010 to 2014)

**Personal Information:**

Fathers Name : Baskaran .P

Date of Birth : 13/11/1992

Sex : Male.

Marital status :Single.

Nationality : Indian.

Religion : Hindu.

Language known : Tamil, English, Malayalam, Hindi.

#### **Acknowledgement:**

Being a judge of myself as a hardworking, ambitious and a capable team player, I can contribute substantially to any venture or organization, I join.

I hereby acknowledge that all the information given above is true to the best of my knowledge.

**Place: DUBAI**

**(Karthick.B**)