**C**URRICULUM **V**ITAE **S**URESH

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| --- | --- |
| C:\Users\Administrator\Desktop\sssss\Suresh Photoshop file\suresha...jpg**E-MAIL** Suresh-394603@2freemail.com**DATE OF BIRTH**June 2,1989**NATIONALITIES**Indian Hindu**LANGUAGES**Tamil English Hindi**COMPUTER KNOWLEDGE**Basic Computer Data EntryMS Word MS Office Page Maker Photoshop Corel draw**OTHER SKILLS**Printing Knowledge Graphic Designing**INTERESTS**Reading Books Internet Surfing Listening Songs | **OBJECTIVE**To pursue a challenging career in a reputed institution that would offer me immense opportunity to boost my career path and simultaneously make use of my skills and abilities for the growth of organization.**EDUCATION**On Going - Barathidasan University, Trichy.BA English (Distance Education),2006 to 2009 - Bangalore City College, Bangalore.D.T.Ed (Diploma In Teacher Education),**WORKING EXPERIENCE**2018 to 2019 - Working in a Diesel engine dealer (From 29th March 2018 to 29 May 2019)**Office boy*.*****Office Boy**Photocopying and Scanning of document Tea and Coffee MakingCleaning Maintaining2017 to 2018 - Marina in Dubai. (From 5 March 2017 to 31 January 2018)**Office Assistant Cum Assistant Document Controller*.*****Office Assistant** Document Handling Answer Telephone Calls Filling PaperSpiral BindingTyping documents and report and Correspondents Scan and copy makingStore Room KeepingMaintaining the Stationary things Tea and copy making**Assistant Document Controller** Receiving and Filling of document Meeting Room ArrangementE-mail CirculationPrepare and delivery of transmittal Photocopying and Scanning of document2017 to 2018 - ***Part time Job*** (From 25 May 2017 to February 2018)**Office Boy *(Part time for 3 hours)*** Photocopying and Scanning of document Tea and Coffee MakingCleaning Maintaining |

2015 to 2017 - in Kallakkurichi

**DTP Worker, Design & Print Maker**

Exposing Invitation Print Visiting Card Print T shirt Print Textile Print,

Textile shop Bag Printing Customer Consultant Order Delivering

2014 to 2015 in singapore.

*Internship Course* (October 30, 2014 to January 30, 2015)

**Cleaning Team Leader** Floor Maintaining Dustbin Maintaining

Door & Washroom Maintaining Walls & Pillar Dust Maintaining Parking area Maintaining Marbles & Exalter Maintaining

# Technical Skills

Typing Skills MS Word MS Excel

Adobe Page maker Adobe Photoshop Corel draw

# Personal Skills

Ability to handle telephone calls, Ability to handle email and fax

Good verbal and written communication

Organization and planning skills Quick analyzing skills

# Strength

**Declaration**

Creative Presentation Hard working Leadership Qualities Managerial Skills

I hereby declare that all the above given particulars are true the best of my knowledge and belief.

Place: Yours Cordially

Date : **SURESH**