**CURRICULUM VITAE**

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| **Career Objective** | | |
| Want to join a dynamic Organization in the field and want to learn from seniors. Want to be useful for my employer and want to achieve my goals through hard work and dedication. | | |
| **JAYARAM** | | **Work History** | | |
|  | | **Worked as General Assistant cum Computer Operator for Sreekrishna Trading Company csa Aakar Paints at Trivandrum, India during the period 06.09.2008 to 15.10.2012.**  **Worked as store keeper in document section for Logistic Div. QATAR during the period 27 sept 2013 to 10 jan 2019.**  Responsibilities :   * Customer& hyper delivery invoices submission to Head Office. * Arranging Local Purchase Order for delivery. * Solving customer’s queries by telephone. * Preparing MIS report for invoice submission. * Preparing delivery notes & call sheets for delivery. | | |
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| **Personal Profile** | |
| Date of Birth : 07th December 1984 | |
| Gender : Male | |  | | |
| Nationality : Indian | | **Academic Profile** | | |
| Marital Status : Single | | **2005 – 2007** | *Madurai Kamaraj University, Tamilnadu* | |
| Languages Known :  English , Malayalam & Hindi | |  | **Master of Business Administration**  in Management | |
| Email: [jayaram-396204@gulfjobseeker.com](mailto:jayaram-396204@gulfjobseeker.com)  I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09> | | **2002 – 2005** | *Kerala University, Kerala* | |
|  | | **2000 – 2002** | **Bachelor of Arts in Economics**  *Board Of Higher Secondary, Kerala*  **Class X11 Commerce Group** | |
|  | | **Computer Skills** | | |
|  | | * MS Office : Efficient in MS Word and MS Excel   Completed Diploma in Computerized Financial Accounting using Tally and Peach Tree from L.B.S. Centre for Science and Technology, Trivandrum. | | |
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| **Self – Analysis** | | | | |
| * Has got Courage and Confidence to take up any assignment. * Looks for chances to work in a team. * Has got Good Communication Ability. | | | | |
| **Achievements / Certificates** | | | | |
| * Was awarded as Best student in Accounting and Management from the School. * Learned a lot from seniors during internship and implemented my knowledge. | | | | |
| **Industrial Exposure** | | | | |
| * Asia Pacific Breweries, Singapore. * Newater, Singapore. * Royal Selangor, Malaysia. * Port of Singapore Authority, Singapore. * Silver Bird Group hi5 Food Products, Malaysia. * Apollo Tyres, Ernakulam, Kerala. * Kerala Feeds, Thrissur, Kerala. | | | | |
| **References** | | | | |
| * Upon Request. | | | | |
| **Declaration** | | | | |
| I hereby declare that the above furnished details are true of my knowledge and belief. | | | | |
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|  | | | | **JAYARAM** |