**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 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.
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| **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.
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| **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.
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| **References** |
| * Upon Request.
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| **Declaration** |
| I hereby declare that the above furnished details are true of my knowledge and belief. |
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|  | **JAYARAM** |