**RESUME**

**GLADWIN**



**E-Mai** **ld:** **gladwin-397439@gulfjobseeker.com**



**CAREER OBJECTIVES:**

“Life is the consequence of the choices one makes” and I choose to make a difference

by playing an active role in an organization I am working with and in doing so, achieve a

position of respect and knowledge.

To discharge services with an amazing sense of commitment and sincerity to ensure

the leap of the learners as well as the institution from progress to progress.

**SKILLS**

Interpersonal Skills and ability to work in a team and adaptable to any environment.

***My strengths:***

* Dynamic & problem solving personality.
* Team facilitator.
* Decision Making
* Hard working.

***IMPERSONAL ABILITY:***

* Ability to extract work from others.
* Ability to work in all sort of environment.
* Ability to work as single and also mingle with group and work.

***My Education…***

**MBA** (Master of Business Administration) with dual Specialization in **HUMAN RESOURCE/ MARKETING** 2 Year Regular course (2004–2006 batches) from V.H.N.S.NCollege .

(Affiliated to Madurai Kamaraj University), Virudhunagar.

***Some of the key subjects I’ve undertaken at MBA…***

* Personnel Management.
* Organizational Behavior.
* Training and Development.
* Human Resource Management.
* Management Information System.
* Advertisement & Sales Promotion.
* Marketing Management.
* Marketing Research
* Consumer Production

**BBA** (Bachelor of Business Administration) from CSI Jeyaraj Annapackiam College.(Affiliated to Manonmaniam Sundaranar University), Tirunelveli, During the Year 2000 – 2004.)

***My technical skills…***

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| **Computer:** |  |
| OPERATING SYSTEM | : Windows 98, 2000, Ms-Dos |
| DATA BASE | : Oracle, Excel |
| GUI | : Ms – Office. |

**EXPERIENCE:**

***Work as a Sales Executive in AIRCELL NETWORK NANDHINI CELL COM ,AMBASAMUDRAM (July 2000 to March 2004)***

***Selling postpaid connections***

***Selling mobile phones***

***Every month achieved targets***

***Earn more incentives without fail***

***Work as a Sales Executive in (HDFC BANK )CHENNAI (July 2007 to AUGUST 2008) .***

***Account opening***

***Doing Activities***

***Maintain Employee &Employer relationship***

***Handling the existing customers***

***Problem handling Recruitment***

***Work as a Territory Sales Manager in HERMES I TICKETS PVT LTD CHENNAI From AUGUST 2008 to DECEMBER 2009***

***A motivated, goal oriented natural team player ready to accept challenges willingly. Looking forward to work in a high profile organization and use my skills and capabilities to contribute to its profitability and grow***

***Work as a Lecturer in SCAD COLLEGE OF ENGINEERING & TECHNOLOGY CHERRANMAHADEVI From JANUARY 2010 to AUGUST 2015***

***Lecture planning, preparation and research. contact and teaching time with students. checking and assessing students' work. encouraging personal development via tutorial or pastoral work.***

***Work as a Project Coordinator in INTEGRALBAY TECHNICAL SERVICE LLC From SEPTEMER 2015 to SEPTEMER 2016***

* ***Direct reporting to Boss through company mobile phone***
* ***Site Coordination handling labours around 50 no’s***
* ***Materials purchase on time intimate require materials previous day itself***
* ***Sending updation through mail on daily basis***
* ***Taking incharge for labour camp & company vehicles***
* ***Attending meetings regularly with clients, consultants, & Contractors***
* ***Monitoring attendance over times and submit end of every week***

***Working as a SALES EXECUTIVE in a GENERAL TRADING company From SEPTEMER 2016 to TILL DATE***

* ***Direct reporting to Boss through company mobile phone***
* ***Preparing Quotation for the customers***
* ***Preparing LPO’S for the suppliers***
* ***Preparing DO’S for the Site requirements***
* ***Making all sales & purchase Invoices***
* ***Preparing VAT every Quartely***
* ***Sending updation through mail on daily basis***
* ***Attending meetings regularly with clients, consultants, & Contractors***

**ACADEMIC PROJECT**

**PROJECT – 1**

**Title**

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**:** A study on investor’s behavior with special reference through mutual funds.

**Duration**

***:*** 6 Months

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| **PROJECT - 2** |  |
| **Title** |  | **:** A study on employee’s absenteeism in Madura coats,Ambassamudram. |
| **Duration** | **:** 3 Months |

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| ***Personal Data*** |  |  |
| Age & Date of Birth | : | 38, 05-06-1980. |
| Gender | : | Male |
| Religion | : | Christian |
| Nationality | : | Indian |
| Languages Known | : | Tamil, English |
| Marital Status | : | MARRIED |
| Blood Group | : | B +ve |
|  |  | **Declaration** |

I hereby declare that all the above information is true to the best of my knowledge and belief and I assure that if you give me a chance to prove my ability.

Date :

Place: **( Gladwin )**