**Gulfjobseeker.com CV No:** **99060**

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To get contact details of this candidates

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**CAREER OBJECTIVE**

Seeking a Position as **Office Administration / Customer Service & Sales Coordinator** in a fast growing company involved in an emerging technology where my education & experience will have valuable application.

**OBJECITVE**

* I have experience in various field like Office Administration, Customer Service & Plantation Supervision with reputed organizations in India & Malaysia
* Qualified with Bachelor of Science in Physics and Master of Arts
* Have excellent working skills in MS Office Applications and good knowledge in computer operation
* Expert in handling people of diverse nationalities, and renowned for being an excellent team player
* Meticulous approach to work with good organization skills.
* Can handle multiple tasks effectively & very much flexible with time.
* Excellent spoken & written communication skills in English.
* Confident and capable of working on own initiative under strict deadlines.
* Ability to adapt to new environments and grasp work quickly.
* Well organized, systems oriented & have a strong attention to details.
* Efficient, smart, reliable and hardworking.
* Can work under pressure and meet deadlines.

**Work Experience**

* Worked as plantation supervisor in Malaysia from 07.06.2013 to 06.06.2014
* Worked as Executive Operations in EXCEL PAC INDIA, Chennai from 17.01.2002 to 30.03.2005
* Run my own business Cable TV Dealership in Kariyapattinam from 01.01.2006 to 01.01.2010
* Run my own business **Air Travels** included **Internet Cafe, Western Union Money Transfer, DTH** Retailer in the name of Karnaa Online, Kariyapattinam from 03.05.2010 to 15.12.2012

**educational HISTORY**

**Bachelor of Science in Physics, Bharathidasan University, Trichy.**

**Master of Arts in History, Annamalai University, Chidambaram.**

**Advanced Certificate in PC Applications (APA) , NIIT, Vedaranyam.**

**technical & SOFT skills**

* Basic knowledge in computer hardware networking.
* Well experienced in MS Office applications.
* Internet applications & E-mail.

**personal dossier**

**Nationality** : Indian

**Date of Birth** : 17.06.1969

**Language Known** : English, Tamil