Ponperumal

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**OBJECTIVE :**

Seeking a challenging position as a Professional, to deliver and to utilize my skills and abilities. To develop and strive to keep the organization at the apex of professional excellence.

**EDUCATIONAL QUALIFICATIONS:**

* **M.S.W [Master of Social Work]** from Bharathiar University (Distance Education), Pursuing.
* **B.C.A [Computer Application]** from Bharathiar University, Coimbatore-2012.

**(Aggregate : 60.3%)**

* **Higher Secondary School Education** from St. Joseph’s Higher Secondary School, Ramanad-2008. **(Aggregate : 66.8%)**
* **Secondary School Education** from St. Joseph’s Higher Secondary School, Ramanad-2006. **(Aggregate : 63.6%)**

**EXPERIENCE SUMMARY:**

* Worked as a **“Office Administrator”** in **Issan software solution Ramnad.** from May-2014 to Jan-2015.

 **Description :**

* + Sourcing of new vendors for supply of materials as required for projects and negotiating with them for discounts, credit facilities, payment terms, etc
	+ Preparing Comparative Statements, Work Orders and Purchase Orders.
	+ Procuring materials according to the requirement of store in time.
	+ Supervising store daily activities.

**TECHNICAL SKILLS :**

**Programming Languages :** VB, VB.net

**Software Packages :** MS Office

**Database :**  MS Access, Oracle

**ACHIEVEMENTS :**

* Participated in Logo Identifier Competition
* Participated in Web Designing Competition
* Participated in National Service Scheme **(NSS)**

**STRENGTHS :**

* Teamwork, always striving for perfection in work, quick grasping and able to relate to people.
* Always eager to take the challenges that require good performance.
* Ability to work in a team and under pressure
* Hard working & Good communication skills

**PERSONAL PROFILE :**

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| --- | --- |
| **Date Of Birth**  | 13TH Dec 1990 |
| **Sex** | Male |
| **Marital Status**  | Single |
| **Nationality** | Indian |
| **Languages**  |  Tamil, English |