Resume

Jenson

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CAREER OBJECTIVE:

Seeking a responsible post for challenging position and looking forward to making a significant contribution in a company that offers a genuine opportunity for progression.

EDUCATIONAL DETAILS:

* Bachelor of Engineering in Electronics and Communication major from Anna University, Chennai.
* HSC from Tamilnadu State Board with first class.
* SSLC from Tamilnadu State Board with first class.

PERSONAL QUALITIES:

* Excellent organizational and interpersonal skills.
* Excellent managerial skills.
* Able to handle the junior staff and motivate them.

WORK EXPERIENCE:

* Worked as Technician for CCTV Camera Service and Installation in Wizard Technologies from 01.08.2010 to 31.10.2010 (3 months).

RESPONSIBILITIES HANDLED:

* CCTV camera installation and service
* Marketing and Purchase

WORK EXPERIENCE:

* Worked as Maintenance In-charge in Aachi Masala Private limited from 11.11.2010 to 31.08.2011 (9 months).

RESPONSIBILITIES HANDLED:

* Packing machine maintenance.
* Factory incharge.
* Warehouse supervising.
* Data entry and stock maintenance.

WORK EXPERIENCE:

* Working as Associate Team Member - Import Documentation in Indian Shipping and Logistics Facility Private Limited from Oct’2011 to Feb 2017

RESPONSIBILITIES HANDLED:

* Plan and Supervise import and export shipments.
* Freight negotiations with shipping lines.
* Arranging Transportation for Import and Export shipments.
* Handling of documentations for import and export.
* Organize shipments with branch offices, suppliers and customers.
* Shipment tracking and updating the customer on timely basis.
* Warehouse management skills resulting in accurate inventory level.
* Managing the supply chain and all import and export logistics.
* Preparing the import and export documents.

WORK EXPERIENCE:

* Working as Office Administration and Logistics Manager in Sheeba Transport Services from March 2017 to November 2017

RESPONSIBILITIES HANDLED:.

* Arranging Transportation for Import and Export shipments.
* Handling of documentations for import and export.
* Truck Maintenance.
* Coordination with customer and arrange transport.

COMPUTER KNOWLEDGE:

Languages : C, Basic JAVA, HTML

Software’s : HDL, MATLAB, Multisim

PERSONAL INFORMATION:

Date of birth : 04-10-1988

Age : 29 years

Gender : Male

Marital Status : Married

Nationality : Indian

Languages Known : Tamil, English

**DECLARATION:**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Yours Truly,

Jenson