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**Soft Skills:**

* MS OFFICE (Word, Excel)
* AutoCAD (2D)

**Languages Known:**

* English & Tamil (Read, Write & Speak)

**Technical Skills:**

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* Excellent Customer Care Skills
* Exceptional Communication Skills
* Email Reporting Daily
* Ability to Maintain a Strict Level of Confidence.
* Proficiency in Microsoft Office Programs.

**Fields of Interest:**

Sales & Marketing.

QC Engineering

* (Automotive Industries)
* Production Engineering.

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**MATHAN– SALES PERSON**



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**CAREER OBJECTIVE**

To secure a responsible career opportunity to fully utilize my Technical Experiences in the fields of **Sales & Marketing** and Precision Engineering, this would make significant contribution to the success of the company and to the self.



**ACADEMIC PROFILE**

1. Completed **Diploma in Mechanical Engg.** (**DME**) in 2009 from Vandayar Polytechnic College, Thanjavur with the Percentage of **65%.**



**EXPERIENCE PROFILE**

**Designation** **:** **Sales Person**

**Duration** **:** **6 Months** (January 2020- Till Date)

**Job Description** **:**

* Greets people who walk in the store; respectfully asks if they need assistance.
* Provides educated recommendations based on customer’s needs and objectives.
* Assists customers in finalizing the purchase of the product; processes type of payment and make sure customer is given a receipt and exact change.
* Immediately attends to customer complaints and works to have it resolved in the fastest way possible,
* Keeps the store clean and orderly.
* Assists with month-end inventory; prepares necessary reports.
* Reviews par-stock level merchandise; sends a request for requisition, if needed.

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| **Company Name** | **:** | **Delta Builders, Chennai.** |
| **Designation** | **:** | **Sales Assistant** |
| **Duration** | **: 3.5 years** (May 2016- Nov 2019) |
| **Job Description** | **:** |  |

* Interacts with clients, visitors, and vendors
* Sorts and distributes incoming mail
* Arranges meetings by reserving rooms and managing refreshments
* Types correspondence, meeting notes, and forms among other documents
* Maintains accurate records and enters data
* Assists with organizing events when necessary
* Signs for delivered packages and distributes them to the appropriate recipient
* Maintains financial database records
* Covers reception upon occasion.
* Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders, and answering calls



**Personal Strengths:**

Punctuality & Regularity.

* + Flexibility & Adaptability.
	+ Quick Learner.
	+ Positive & Goal Oriented 
* Attitude.

**CONTACT:**

Personal Contact: mathan-398278@2freemail.com

Reference: Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

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| **Company Name** | **:** | **Alpha Engineering, Coimbatore.** |
| **Designation** | **:** | **CNC Machine Operator** |
| **Duration** | **:1 year** (July 2010–June 2011) |
| **Job Description** | **:** |  |

1. I was worked as CNC Machine Operator.
2. Machined the Products by the CNC Operations like Drilling, Grooving, Cutting, Turning, Facing, Knurling, Thread Chasing.
3. Checked Quality Assurance by using Height Gauge, Bore Gauge, Vernier Caliper and Micrometer.
4. During the Program of each product, the Cutting Tools will be Checked & Selected accordingly.

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**ACHIEVEMENTS & AWARDS**

1. Best Sincere Employee Award. o Best Plant In-charge Award.

o Secured 2nd Place in 100m, District Intercollege Level

o Secured 2nd Place in Long Jump, District Intercollege Level .



**EXTRA CURRICULAR ACTIVITIES** 

1. Regular Participation in Annual & Occasional Functions.
2. Participated in Sports Events like, Athlete Events, Volleyball and Kabbadi.
3. Regular Volunteering in Organizing the Events during College & in Professional Career.



**PERSONAL DETAILS**

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| DOB | : 18-06-1991. |
| Marital Status | : | Single. |
| Hobbies | : | Playing Kabbadi, |
|  |  | Listening Songs. |
| Nationality | : | Indian. |
| Visa Status | : | Visit Visa. |
| Visa Validity | : Valid until December 2020. |



**DECLARATION**

I do hereby declare that the information furnished above is true to the best of my knowledge.

DATE :

PLACE : **(MATHAN)**