

MOHANA.S

Pillapalayam,

Contact No: 8870791375

Lalapet (PO),

Email-id: mohana6598@gmail.com

Krishnarayapuram (Tk),

Karur (Dt), Tamil Nadu.

OBJECTIVE:

To secure a challenging position in your organization where I can effectively utilize my skills.

EXPERIENCE:

- I am working as a Data Entry person at Aauraa Home Fashion, Karur, Tamil Nadu from 01-12-2020 to 04-06-2023.
- I am working as a Data Entry person at Rajkumar Tex, Karur, Tamil Nadu from 05-06-2023 to till now.

ROLE OF RESPONSIBILITY:

(Data entry/Stitching supervisor & checking supervisor)

- Daily stitching, checking inward & delivery dc provide.
- Stitching received quantity checking and system wise data entered.
- Daily stitching, checking received & delivery current status making.
- Order wise cmt process against physical work in making for system wise.
- Daily line wise input/output quantity report making.
- Weekly contractor and works payment wages making.
- In system wise bill payment ready for it.
- Order against cmt all process in system wise dc moved daily report.
- Order close in ocr report making.

TECHNICAL PROFILE:

- ❖ Skills: Ms Office.
- ❖ Type Writing: Tamil (lower) and English (lower & higher).
- ❖ Working Experience tools: Storyboard ERP, Tex Plus.

EDUCATIONAL QUALIFICATION:

- M.Sc. Computer Science - 2018 to 2020 with aggregate of 80%.

Personal Qualities:

- ❖ Strong Coordinating and organizing skills supported with domain knowledge.
- ❖ Innovation and Creativity.
- ❖ Motivation.
- ❖ Effective work in any situations.

PERSONAL DETAILS:

Father's Name: O.Sekar

Gender : Female

Date of birth : 06.05.1998

DECLARATION:

I declare that the details given by me are true to the best of my knowledge and belief.

DATE :

YOUR'S FAITHFULLY

PLACE :