

SIVA R

698,Anna Housing Unit,Kuzhikadu,Veerakeralam,Coimbatore

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OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

EDUCATION

- ✓ GOVT.ARTS COLLEGE (AUTONOMOUS) 2019
Bachelor of Arts in Economics
60%
- ✓ DEVANGA HIGHER SEC SCHOOL 2016
Higher Secondary Certificate
83%
- ✓ CORPORATION HIGH SCHOOL 2014
Secondary School Leaving Certificate
83%

EXPERIENCE

- ✓ LGB & Bros LTD 08/2021 – 03/2023
Production Counter executive
 - Production Incharge
 - Production Quality check
 - Packing Control
 - Loading and Dispatch control
 - Problem solving in delivery department
- ✓ Apollo Pharmaceutical Ltd L,Coimbatore 07/2019 – 01/2021
Warehouse Executive
 - Picking and packing
 - Dispatch with Packing Quality
 - Invoice controller
 - Stock checking
 - Inventory list preparation

SKILLS

Basic Computer Knowledge
MS word
Punctuality
Leadership
Flexibility
Dispatch and Quality control

LANGUAGE

English
Tamil

DECLARATION

✓

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

DATE

Signature: _____
Siva R