



VIJAYAN. P



Karur, India - 621311



9659875433



thamaraivijayan3@gmail.com

Education

- HSC, ST Antony Higher Secondary School Boys Town
GPA: 58

SSLC, ST Antony Higher Secondary School Boys Town
GPA: 55%,

BBA, Business Administration And Management, Jairaam Arts & Science College -
Karur
GPA : 58%

Professional Summary

To work in an environment where I can broaden my knowledge and skills, to achieve a standard growth of career in this competitive world through me Excellence and dedication. Detail-oriented team player with strong organizational Skills. Ability to handle multiple projects simultaneously with a high degree of Accuracy.

Skills

- Typewriting
- Clerical Support
- Maintenance and Repair
- Interpersonal Communication
- MS Office
- Data Entry
- Analytical and Critical Thinking

Work

03.2021 - Current **Raha Oils Pvt Ltd**

Purchase Incharge - COIMBATORE

- Successfully operated heavy equipment such as forklifts.
- Good Knowledge in SAP (BUSINESS ONE) 2 Yr. of Experience
- Cultivated interpersonal skills by building positive relationships with others.
- Ran errands and provided general office support in a professional environment.
- Exercised leadership capabilities by successfully motivating and inspiring others.
- Worked well in a team setting, providing support and guidance.

01.2017 - 12.2019 **Packing Incharge**

CRI PUMPS PVT LTD - COIMBATORE

- Excellent communication skills, both verbal and written.
- Demonstrated strong organizational and time management skills while Managing multiple projects.
- Adaptable and proficient in learning new concepts quickly and efficiently.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.

PERSONAL DETAILS

Father's Name	:Mr.Ponnusamy
Mother's Name	: Mrs. P.Jeyalakshmi
Date of Birth	: 10-11-1995
Language known.	: English, Tamil

DECLARATION

I, hereby assure you that all the information given above are true up to my knowledge.

Date:

Place: