

RESUME

Name ..	S. ABISHEK
Mobile No ..	8870123459,8807724880

CAREER OBJECTIVE :

To Deliver my duties in a challenging environment, where the thirst of knowledge is accomplished, there by the best contribution is done to the growth of the company and me.

EDUCATIONAL QUALIFICATION :

COURSE	INSTITUTION	UNIVERSITY	YEAR	PERCENTAGE OF MARKS
MBA (Banking and Finance)	Alagappa Institution (Distance Education)	Alagappa University	2022	72 %
B.Sc (Computer Science)	Kamaraj College	Manonmaniam Sundaranar University	2020	Awaited
HSC	St.Ignatius Hr.Sec.School, Thoothukudi	Tamilnadu State Board	2017	65.25%
SSLC	St.Ignatius Hr. Sec.School, Thoothukudi	Tamil Nadu State Board	2015	81.2%

❖ SATHYA TECHNOSOFT – Technician (01-02-2022 To 30-01-2023)

Key's & Responsibilities:

- Inspecting, analysing, and troubleshooting systems and equipment.
- Reading repair manuals and liaising with other professionals. Running tests and interpreting results to make effective recommendations.
- Writing up reports, safety regulations, and preventative maintenance plans.
- Sourcing replacement parts.
- Negotiating with suppliers and clients.
- Repairing or replacing faulty equipment.
- Fabricating any components required.
- Providing time and material cost estimates before starting a job.
- Keeping abreast of advancements in your field and attending workshops as required.

❖ EXHILAR INNOVATIVE SOLUTION PVT LTD – Technical Executive Operation Team (01-02-2023 To Present)

Key's & Responsibilities:

- Assisting the manager in organizing, planning, and implementing strategy.
- Address operational issues and concern in timely manner.
- Understand project requirements, coordinate with resources, and direct the projects in the right direction in timely manner.

- Oversee the successful implementation of projects assigned.
- Maintaining the data hygiene and responsible for submitting the various reports
- Using excels for various filtering, calculations on data and deriving reports.
- Complete data management, maintenance and backing up.
- Coordinate with different vendors for departmental requirements viz.

Skills & Experience :

- Proficient in MS Excel and other MS office tools
- Understanding of SQL, databases, etc. ■ preferred
- Strong Communication
- Good Leadership
- Typing Skill
- Idea knowledge
- Customer Service Orientation
- Perfectly Time Management.
- Data Entry & Collection and maintenance.
- Problem Solving.
- Decision Making.
- Adaptability.

PERSONAL DETAILS :

Father's Name	A. Sounthar Raj
Date of Birth	20.02.2000
Gender	Male
Nationality	Indian
Marital Status	Unmarried

Languages Known	Tamil & English
Mail Id	Sabissmithabi2000@gmail.com
Address	24c/2e/1,krishnarajapuram 1 st Street,Thoothukudi - 628002.

Declaration :

I hereby declare that the above - mentioned information is correct to the best of my knowledge.

Place : Thoothukudi Date
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Yours Faithfully

(S.ABISHEK)