

MAGESH. V

Sri Hari Homes Elite
Plot no: 3, Flat No G-1,
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Koluthuvanchery Village,
Iyyapanthangal,
Chennai – 600 122.

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION

COURSE	INSTITUTION	BOARD / UNIVERSITY	YEAR OF GRADUATION	PERCENTAGE
BA (History)	Tamil Nadu Open University (DDE)	Tamil Nadu University	2012	70%
S.S.L.C	C.B.H Hr. Sec. School, Chennai	State Board	2005	55%

SKILL SETS

TECHNICAL SKILLS:

- **Software Packages** : MS-Office.
- **Operating systems** : Windows XP/VISTA/Windows 7.

PERSONAL ABILITIES

- Capable of working in a bilingual environment and having a strength of Team Handling.
- Ambitious, hardworking, energetic and well disciplined.

- Able to meet deadlines and handle responsibilities.
- Positive thinking, self-motivated and flexible.
- Soft-spoken with good communication skills.

EXPERIENCE

- As an Operation Executive for eight years from 02-May-2005 to 12-Dec-2013 in TVS Credit Services Limited (Administration and Finance Department).
- As a Administration Officer for Nine years from 02-Jan-2013 to till now in Yasvant Enterprises
- Work Experience in Yasvant Enterprises: Data Entry, Document Quality Check, Administration, Stock Management, Invoice Preparation, Stock and Inventory Management

PERSONAL DETAILS

- | | | |
|-------------------------|---|----------------|
| • Father's Name | : | Vijayakumar. C |
| • Date Of Birth | : | 23.05.1988 |
| • Gender | : | Male |
| • Marital Status | : | Married |
| • Nationality | : | Indian |

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :

Yours truly,

Place : Chennai.

(MAGESH. V)