



PROFILE

Proactive and Hardworking guy who can performs support with his ability to the Organization and having the ability to learn new skills.

CONTACT

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Alapakkam, Porur, Chennai 600116

HOBBIES

- ♦ Listening Music
- ♦ Reading Newspapers
- ♦ Playing Cricket

GANGAI ARASAN . S

Computer Operator

EDUCATION

Sindhi College of Arts & Science affiliated to Madras University

B.Sc. Mathematics with First Class in the Annual year 2015-2018

WORK EXPERIENCE

Tamil Nadu Housing Board [Computer Operator]

April 2019 – November 2022

- ♦ To perform support roles in TNHB
- ♦ To prepare and maintain the documents for the Government in a standardized form.
- ♦ To Manage the accounts which is handled by the concern section.

Heritage Foods Ltd [Sales Executive]

June 2018 – March 2019

- ♦ Manages a group of Sales Executives
- ♦ Focus on Business plan Execution
- ♦ Ensure and Maintain Stock for the upcoming Sales days
- ♦ Frequently have a communication between Organization and Stockholders

SKILLS

- ♦ Expertise in MS Office
- ♦ Fast Typewriting
- ♦ Quick Learner
- ♦ Interactive with Team

Signature