# R E S U M E

# PERSONAL INFORMATION

NAME : RAJASEGAR GANAPATHI MUDALIAR

COMMUNICATION : E-106, Avalon Courtyard, Part-I,

ADDRESS Near Cadila Bridge, Ghodasar,

AHMEDABAD-380 050.

E-mail addresss: saibalajimudaliar@gmail.com

Mobile No. :+91-9714625269

DATE OF BIRTH : 10th May, 1970

GENDER : Male

MARITAL STATUS : Married

LANGUAGES KNOWN: English, Hindi, Gujarati, Marathi, Tamil

# CAREER OBJECTIVE

To work in a firm with professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as to grow while fullfilling organizational goals.

# ACADEMIC DETAILS

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| **Exam/Degree** | **Institute & Board** | **Year of Passing** | **Stream/Main Subjects** | **Percentage / Grade** |
| S.S.C. | AHMEDABAD TMIL HIGH SCHOOL, MANINAGAR, AHMEDABAD. GUJARAT STATE BOARD, GANDHINAGAR | 1985 | COMMERCE,  MATHS, ENGLISH. | 68 |
| H.S.C. | REUBS HIGHER SECONDARY SCHOOL, MANINAGAR, AHMEDABAD, GUJARAT HIGHER SEC.BOARD, GANDHINAGAR | 1987 | COMMERCE, Book keeping Accountancy & Statistics | 54 |
| B.COM | NAVGUJARAT COMMERCE COLLEGE, ASHRAM ROAD, AHMEDABAD, GUJARAT UNIVERSITY | 1990 | COMMERCE,  Book keeping Accountancy & Statistics | 62 |

# TECHNICAL SKILLS

Well versed with M.S Office and Internet applications.

# EXPERIENCE

1. Worked as Export Assistant in M/s. Solsons International Ltd., Ashram Road, Ahmedabad in the year 1990 TO 1992
2. Worked as Export Executive in M/s. Sagar Drugs & Pharmaceuticals Pvt.Ltd., Ahmedabad in the year 1992 to 1994.
3. Worked as Export Executive cum HR Executive in different companies 1994 to 2013.
4. Working as an Import/Export Documentation Executive in one of the reputed CHA at Ahmedabad since January, 2014.

# FUNCTIONAL AREA INVOLVED

* Documentation/Supervision of Import/Export, Liasion with Government Agencies, Banking work and any all other work related with Export/Import.
* Knowledge of Laboour laws, PF, ESI, Labour, etc. and Administrative work in the Office.

(R.G.MUDALIAR)