**SARATH.K**

Kuniyil House

Ulliiyeri Post, Koyilandy

Kozhikode Dist, Kerala – 673323

Mob: +91 7902873797

Email: [sarathkuniyil999@gmail.com](mailto:sarathkuniyil999@gmail.com)

**OBJECTIVE:**

To be part of an organization this provides me an opportunity to prove my skills & to give my best for the development of the company & myself. To seek a position as an Weighbridge operator, Store keeper, Data Entry operations with a strong and upward thinking company

**STRENGTHS:**

* I can adjust myself in any situation with people of any age.
* Good Leadership.
* Good analytical skills & result oriented and excellent interpersonal relationship.
* Optimistic, Hardworking and Trustworthy.
* Quick and eager learn

**ACADEMIC PROFILE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Institute / School Name** | **Board/  University** | **Marks/%** | **Year** |
| 1 | S.A.R.B.T.M Govt College Koyilandy | Calicut University | 56% | 2014 |
| 2 | S.N.T.H.S.S. Chelannur | Board of Higher Secondary | 75% | 2011 |
| 3 | Palora H.S.S | Board of Public Exam , Kerala | 63% | 2009 |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Gender |  | Male |
| Date of Birth |  | 10.07.1993 |
| Father |  | Prasanthan |
| Religion |  | Hindu |
| Nationality |  | Indian |
| Marital Status | : | Single |
| Mother Tongue | : | Malayalam |
| Languages Known | : | Malayalam, Hindi, English, Tamil, |
| Passport No | : | M 8556175 |
| E — Contacts E - Mail | : | Mob : +91 7902873797  [sarathkuniyil999@gmail.com](mailto:sarathkuniyil999@gmail.com) |

**TECHNICAL & SPECIAL AND EXPERTISE**

* Knowledge of ERP.
* Knowledge of Excel, Word, M S office.
* Excellent interpersonal skills.
* Very quick and eager learner and positive mental attitude.
* Very organized and detail oriented.
* Can work independently and diligently.
* Ability to work with deadline
* Optimistic, hardworking and trust worthy.

**WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Company Name** | **Position** | **Location** | **Period** | **Total Year** |
| **1** | Alpha emirates UAE | Weighbridge Operator Cum Data Entry  Operator | Al quoz — Dubai UAE | 24thMay 2015 to  08tJune 2017 | 2 years |

2 Years Experience as a Store assistant in a private firm in India

**SUMMARY OF WORK EXPERIENCE**

* Preparing the Report of Dispatch paper & plastic recycling Material.
* Preparing Sales Invoices
* Arrange the Invoices / Delivery notes in Serial No wise filing H. 0.
* Taking First and Second Weight when the 1st Weight and 2nd Weigh of Weigh Bridge
* Handling Office Stationary
* Preparing Daily Report.

**DECLARATION**

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