**Resume**

**Karunakaran**

**94980 09861**

**Qualification**

BA Economics ( 2003-2006) RKM Vivekananda College, Mylapore, Chennai -4

X and XII ( 2001-2003) Vana Vani MHSS, IIT, Chennai - 36

**DOTE**

Pass Junior Grade Typewriting English - Feb 2006

**Tally 8.1**

Overall Grade A certificate - Oct 2006

**Worked Logistics Company**

12yrs Experience in Handling International couriers and parcels.

Closely worked with FEDEX, DHL, DPD and DPEX for daily connections.

Supervise Invoice and dimensional weights before Customs checking.

Certificate on Employee Recognition Award 2009 - Outstanding Performance.

**Silver Club 2014**

Distinguished service Award on Successful Completion of 5 Years.

**Certificate of Completion**

On completion of Communicate to Win workshop on 23rd March 2018

**Certificate of Appreciation**

Let's Grow to the Next Level

An Innovation & Ideation Event 2017

**Multi Skill Duties**

Performed in all Activities, Typing Letters, Maintaining Files, Stores & Purchase, Accounts, Administrative & Establishment Work, Academic Work Etc. Based on their

Deployment to various sections.