From,

**W. MENDO MORAES B.Com.M.C.S.,**

**4-A, Nesanayanar Street,**

**Old Military Line, Palayamkottai,**

**Tirunelvelli, TamilNadu, India**

        E-mail: mentmoraes@gmail.com

To,

**The Managing Director**

Dear Sir,

# I come to understand that you are in need of some persons for your firm to work in different categories of job and I would like to utilize this great opportunity to offer my services for a post in operation side as Manager.

I am a **Commerce Graduate** with First class and have a **Post Graduate Degree in Corporate Secretaryship**. Regarding my other particulars my Bio-Data itself explanatory.

If I am given a chance to work in your esteemed firm, I assure you that I would discharge my duties diligently to the entire satisfaction of my superiors.

Thanking you.

Yours faithfully,

**(W. MENDO MORAES)**

**W. MENDO MORAES**

1. **I WORK EXPERIENCE:**

**Abijith ploymers.**

worked as a **Manager** (Purchases & Sales ) in corrugated packaging & Pet bottle Unit in Tirunelvelli dist

Handle customer inquiries received via all channels proactively in accordance with the company’s service standards and policies.Analyze customer feedbacks & needs.

Keen customer centric orientation with excellent communication skills and ability to interact effectively with personnel at all levels.

Maintaining healthy & cordial relationships with the clients for expanding business & resolving the queries & complaints for high customer satisfaction.

Handling day to day disciplinary affairs, daily grievances of laborers.

Assisting Management regarding grievances of employees & disciplinary matters

**B.July 2010-Feb-2017 Ruby Packaging–Tirunelvelli Dist- India**

Worked as a **Manager** in corrugated packaging Unit look after production & sales.

Handle customer inquiries received via all channels proactively in accordance with the company’s service standards and policies.

**C. May-2007- June2010-Bluemount Paper and Boards Ltd-Tirunelvelli.-India**

Worked as M**arketing Manager** in a Kraft paper mill, located in Tirunelvelli dist.

**D.  July2005- Feb 2007-Emirates Industrial Converting Factory- Sharjah-U.A.E**

Worked as **Planner Cum Sales Coordinator** in corrugated Carton Factory.

(Automatic plant)

**E. March 96 -Nov 2004. A.F. Farm & Horticulture Service (Pvt) Ltd Tirunelvelli,**

Worked as **Administrative Officer.** .

**F.May 95 - Mar 96 Maayafushi Tourist Resort, Republic of Maldives.**

 Worked as Administrative **Officer** in the above-mentioned Five Star Hotel.

**II    PROFESSIONAL QUALIFICATIONS:**

**M.B.A.**with Personnel Management& Marketing as specialization **course completed** from **Madurai Kamaraj University**, Madurai – 625 021. .

Second Class, Post Graduate Diploma in Co-operative Management (**PGDCM**), from **Annamalai University**, Chennai, Chidamparam. (1999)

Second Class, Post Graduate Diploma in Personnel management and Industrial Relations (**PGDPM & IR**) from **Annamalai University**, Chidamparam  (1998).

Second Class,  **Master of Corporate Secretaryship** (**MCS** full Time, regular) from**Alagappa University**, Karaikudi (1990 – 1992).

First Class, Bachelor of Commerce (**B.Com** full time, regular)  from  
**St. Xavier’s College**, Palayamkottai. **Madurai Kamaraj University**, Madurai (1986-89).

**III COMPUTER SKILLS**

### Well versed with MS Office, Windows XP ,Tally 7.2

Proficiency in mailing   Internet & E-mail Operations

**IV PERSONAL PROFILE**

### Date of Birth                           :          24th May 1968

      Gender & Marital Status      :          Male/ Married

      Languages Known               :          Tamil, English (To Speak & Write) Hindi (can understand)

Date of Issue & Expiry : 27/01/2014 & 26/01/2024

Driving License (L.M.V)   :         D/TN/072/013008/1995

   Nationality                             :          Indian

E.mail id : mentmoraes@gmail.com

   Contact Number / whatsapp :  **Mob:-9842891903**

I affirm that the above particulars are true and correct to the best of my knowledge and belief.

Date 0710.23 Signature of the applicant

Place  : Tirunelvelli