

RESUME

S.ABDUL RAZZAQ
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S/o D.SALEEM
03/471 Q,
Anna Nagar, 4th cross
Dharmapuri - 636701

CAREER OBJECTIVE:

To face the challenges that offers me a good potential for my future and the growth of the firm in which I'm involved and to extend my interest in synergistic relationship.

EDUCATIONAL QUALIFICATION:

B.Com (CA) (2017)

PERIYAR UNIVERSITY

Govt Arts and science college, Dharmapuri.

HIGH SCHOOL (2013)

I have done my state board With Adhiyamaan Govt.Hr.Sec.School.Dharmapuri.

SSLC (2011)

I have done my state board With Adhiyamaan Govt.Hr.Sec.School.Dharmapuri.

WORK EXPERINCE WITH RESPONSIBILITYS

Logistics Supervisor

- ◆ Now i Working as (LCV vehicles) Loading Supervisor in Ahmedabad Redlines Pvt Ltd at Ashok Leyland Ltd, Hosur (2019 to Till date)
- ◆ Oversee integrity and accuracy of all vehicles leaving the plant during active shifts.
- ◆ Managing daily schedules of shipments and deliveries.
- ◆ Maintain metrics, reports, process documents and Tracking the progress of shipments.
- ◆ Knowing all aspects of warehouse operations.
- ◆ Assisted fleet controller in ensuring that all tracks & trailers are properly and safely used by drivers.

Accountant

- ◆ I Worked as Accountant in Jaya Lakshmi Traders, Dharmapuri (Jan18 - June18)

Customer Support Executive

- ◆ I Worked in Eureka Outsourcing Solution, Chennai. (2017 to 2018)
- ◆ Screened and routed incoming calls, responded to inquiries and requests, and sorted mail followed-up on open items as required.
- ◆ Managing a team of representatives offering customer support.
- ◆ Creating policies and procedures.

Computer Operator

- ◆ I Worked as Data Entry operator in Tamil Nadu Water supply and Drainage Board, Dharmapuri. (2016 to 2017)
- ◆ Transfers information from paper formats into computer files using keyboards, data recorders.
- ◆ Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- ◆ Maintains a filing system and protects confidential customer information.

SKILLS

- ◆ Desktop publishing
- ◆ MS - office
- ◆ Strong Work Ethics, Team worker & Quick Learner

PERSONAL PROFILE:

Father Name	:	D.Saleem
Mother Name	:	S.Katharunnisha
Date of Birth	:	17/06/1996
Marital status	:	Married
Languages Known	:	Tamil, English & Hindi

DECLARATION:


I am ambitious, will strive hard to succeed and believe, I can contribute to your organization in a creative and meaningful manner.

Thanking You

Place:

Yours Truly

Date :


(S.ABDUL RAZZAQ)