

**SRUTHYSUNIL**  
PATTUPURACKAL (H)  
MUPPATHADAM P.O  
MUPPATHADAM  
ERNAKULAM (Dist.)  
Kerala-India  
Pin. 683110  
Mob: 8304894415, 8111906346

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## ***Carrier Objective***

Seeking a position to utilize my skills & abilities in the organizations that offers professional growth while being resourceful innovative & flexible

## ***Profile Summary***

An erudite professional with overall experience of 1.5 years in manufacturing industry

My key roles are consulting, supporting customers and documentation,

## ***Organizational Experience***

**Company Name:** SFO Technologies Pvt. Ltd  
**Duration:** 2<sup>nd</sup> February 2015 to till Present  
**Project Title:** Data Entry Operator  
**Nature of Work:** RMA tracker updating, RMA letter as per Procedure, RMA item receipt in Navision, Work order creation, Transferring of Boards, Sales Order creation and RMA COC

## ***Customer requirements and Procedures***

**Project Location:** Cochin Special Economic Zone  
**Employment Type:** Trainee in ITI  
**Skills Used:** Dos, Excel, Word & Internet  
**Clients Details:** SFO Technologies Pvt. Ltd Electronics Division

## ***Roles & Responsibilities***

- Controlling Documents
- Return Material Authorization
- Supporting with Production activities (RMA)
- Updating MS Dynamic NAV-ERP
- Uploading Share point portal
- Updating E-Tracker

## ***Other Experience***

1. MS Office word and Excel
2. Internet

## ***Technical Qualification***

- Data Entry Operator
- Internet Net Working

## ***Academic Qualification***

<b>Name of the course</b>	<b>Pass out Year</b>	<b>Institution</b>	<b>Percentage of Marks</b>
SSLC	2012	St: Francis GHSS Aluva	62%
HSS	2014	St: Francis HSS for girls Aluva	69%
ITI	2015	Govt. ITI Kalamassery	77%

## ***Personal Details***

- Name : SRUTHY SUNIL
- Father's Name : Sunil A.M
- Date of Birth : 05-01-1996
- Gender : Female
- Marital status : Single
- Nationality : Indian
- Religion : Hindu
- Language Known : Malayalam, English Hindi
- Present Address : SRUTHY SUNIL

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## ***Declaration***

I here declare that the above mentioned information is true and correct to the best of my knowledge and belief.

Place: MUPPATHADAM

Date:

**SRUTHY SUNIL**