

RESUME

C.H. PRADEEP KUMAR

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OBJECTIVES:

Seeking a responsible post for challenging position and looking forward to making a significant contribution in a company that offers a genuine opportunity for progression.

WORK EXPERIENCE:

❖ **Organization :** GREATER CHENNAI CORPORATION ZONE -8, DIV 105.
Designation : DEO
Period : June 2020 to till date

- ❖ GCC Mapping Concern Areas.
- ❖ Arranging Staff to Concern Areas Visiting and Guide Patients for further Medical Treatment.
- ❖ Updating Close Contacts and Extended Contacts of Patients on ERP
- ❖ End of the day sending Reports to Zone Daily Basis.

❖ **Organization :** LORANGE FAMILY RESTAURANT.
Designation : Manager
Period : May 2017 to May 2020 (3 Years)

❖ **Organization :** TRANSE VISION CARE PVT LTD.
Designation : Logistic Executive
Period : Feb 2015 to May 2017 (2.3 Years)

- ❖ Taking Care of Stock and Billing
- ❖ Arranging Staff to Concern Optical
- ❖ Stock Taking and Updating on ERP every month.
- ❖ Monitoring attendance and leave management of employees
- ❖ Processing & maintaining Petty cash tracker on day to day basis.
- ❖ System installation and maintenance. (Hardware and Software)

❖ **Organization :** JS SOFTWARE SOLUTIONS
Designation : System Maintenance & Office In-charge
Period : Mar 2004 to Nov 2014 (10 Years)

- ❖ Office in charge and System Maintenance
- ❖ Hardware and Software Installation & Maintenance
- ❖ Coordinate with bank personals on bank related activates
- ❖ Maintaining daily petty cash activities for office.

COMPUTER SKILLS:

- ❖ System Hardware [PC – Installation & maintenance]
- ❖ Typing Skills

STRENGTHS:

- ❖ Quick Learning
- ❖ Understanding and Hard working

EDUCATIONAL QUALIFICATION:

- ❖ B.B.A in Madras University – Not Completed
- ❖ HSC in ICF Higher Secondary School - 2003
- ❖ SSLC in ICF Higher Secondary School - 2000

PERSONAL PROFILE:

Name	:	C.H. Pradeepkumar
Father's Name	:	C.H. Vijayakumar
Date of Birth	:	28-10-1982
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Address	:	No.52/2, ICF East Colony, ICF, Chennai 600038.
Languages Known	:	Tamil, Telugu & English

DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

PLACE : Chennai

Signature

DATE :

(C.H. PRADEEP KUMAR)