

SARATH.K

Kuniyil House

Ulliyeri Post, Koyilandy

Kozhikode Dist, Kerala - 673323

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OBJECTIVE:

To be part of an organization this provides me an opportunity to prove my skills & to give my best for the development of the company & myself. To seek a position as an Weighbridge operator, Store keeper, Data Entry operations with a strong and upward thinking company

STRENGTHS:

- I can adjust myself in any situation with people of any age.
- Good Leadership.
- Good analytical skills & result oriented and excellent interpersonal relationship.
- Optimistic, Hardworking and Trustworthy.
- Quick and eager learn

ACADEMIC PROFILE:

No	Institute / School Name	Board/ University	Marks/%	Year
1	S.A.R.B.T.M Govt College Koyilandy	Calicut University	56%	2014
2	S.N.T.H.S.S. Chelannur	Board of Higher Secondary	75%	2011
3	Palora H.S.S	Board of Public Exam , Kerala	63%	2009

PERSONAL DETAILS

Gender		Male
Date of Birth		10.07.1993
Father		Prasanthan
Religion		Hindu
Nationality		Indian
Marital Status	:	Single
Mother Tongue	:	Malayalam

Languages Known	:	Malayalam, Hindi, English, Tamil,
Passport No	:	M 8556175
E — Contacts	:	Mob : +91 7902873797

TECHNICAL & SPECIAL AND EXPERTISE

- Knowledge of ERP.
- Knowledge of Excel, Word, M S office.
- Excellent interpersonal skills.
- Very quick and eager learner and positive mental attitude.
- Very organized and detail oriented.
- Can work independently and diligently.
- Ability to work with deadline
- Optimistic, hardworking and trust worthy.

WORK EXPERIENCE

N	Company Name	Position	Location	Period	Total
1	Alpha emirates UAE	Weighbridge Operator	Al quoz — Dubai UAE	24 th May 2015 to 08 th June 2017	2 years

2 Years Experience as a Store assistant in a private firm in India

SUMMARY OF WORK EXPERIENCE

- Preparing the Report of Dispatch paper & plastic recycling Material.
- Preparing Sales Invoices
- Arrange the Invoices / Delivery notes in Serial No wise filing H. 0.
- Taking First and Second Weight when the 1st Weight and 2nd Weigh of Weigh Bridge
- Handling Office Stationary
- Preparing Daily Report.

DECLARATION

I hereby that the above mentioned information is correct up my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.