**Resume**

A.K. Jack Peter,

33, Rayan Palayam Street,

Varichikudy ( Post ),

Karaikal – 609 609.

Mobil No. 98423 68095 & 90037 70180.

Email. [akjackpeter@gmail.com](mailto:akjackpeter@gmail.com)

**ACADEMIC BACKGROUND**:

Educational Qualification : B.A., ( Sociology )

University : Annamalai University.

Academic year : 2004 – 2007.

**SOFTWARE and COURSES** :

**Course** – Data Entry Operator.

**Tally** – Tally 6.3 (Account system )

**TECHNICAL QUALIFICATION** :

* Vocational Course in “Scientific Agriculture” in KVK Mathur.
* Higher course of Agriculture in Tamil Nadu Technical Institute.

**WORKING EXPERIENCE** :

* Seven year’s experience as a “ Cashier ” in P. Durairaj and P. Soundararaj, Dealer in Bharat Petroleum Corporation Ltd., Thala Theru, Karaikal.
* Two year’s experience as a “Agriculture Field Supervisor ” in Centre for Environment Education ( CEE ), Karaikal.
* One year six month working in a shipping company as a “ Purchase Incharge ” in NETWORK LOGISTICS PVT. LTD.,

Mala vanjore, Karaikal.

* Presently working in RVS Educational Trust, Karaikal, as Data Entry operator in Accounts section from July 2010 to till date.

Handling:

Student fees collection

Collecting various fees

Verifying student fees & Issue no due certification

Staffs Salary preparation

Employees Provident Fund (EPF)

Administration works

**PERSONAL DETAILS**

Name : A.K. Jack Peter

Father Name : Arul Kulandai Sesu

Date of Birth : 17-07-1976

Sex : Male

Marital Status : Married

Nationality : Indian

Religion : Christian

Language Known : Tamil and English.

Address : No.33, Rayan Palayam street,

Varichikudy Street, ( Post )

Karaikal – 609 609.

Puducherry. ( U.T. )

India.

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Thank You,

Place : Karaikal. Yours Truly,

Date : 23/01/2019

(A.K. Jack Peter)