**Curriculum Vitae**

***PAUL ANAND C***

**Mobile:8220956803, 8870366843**

**Email :** [**paulanand82@gmail.com**](mailto:paulanand82@gmail.com)

**Kumara Pillai St.,**

**Kottucherry (po),**

**Karaikal (Dt)609609**

**OBJECTIVE**

To work in an organization to enhance my knowledge and skills with total dedication and contribute the best of my efforts to achieve the goals of the organization.

**EXPERIENCE ( 13 Years & 3 Months )**

**Company : Integrated Enterprices Private Limited**

Vijaya Raghava Road, T.Nagar, Chennai

Designation : **Supervisor**

Period :01.04.2004 To 31.10.2005 ( 1 Year & 7 Months )

Project : Permanent Account Number (PAN Card) Manufacturing

**Company : Sri Kumaran Medicals , Karaikal**

Designation : **Accountant**

Period : 01.06.2007 To 31.05.2009 (2 Years )

**Company : Don Bosco Polytechnic College, Tharangambadi**

Designation : Clerk

Period : 01.06.2009 To 15.02.2016 ( 6 Years & 9 Months )

**Company : China State Construction & Engg. Corporation, Dubai, U.A.E.**

Designation : **Store Keeper**

Period : 25.02.2016 To 28.10.2017 ( 1 Year & 8 Months )

Project : R921-1B Al Wasl Road Interchange Phase 1B

**Company : Don Bosco Polytechnic College, Tharangambadi**

Designation : Clerk

Period : 01.11.2017 To Till Date ( 1 Years & 3 Months )

**JOB RESPONSIBILITIES**

* Computer Scanning & Data Entry & Document Verification
* Accounts Maintenance , Bills & Records Maintenance
* Official Letter Making, Official Document Creating, DOTE Works, Documents Maintenance & Full Computer Office Works.
* Store Maintenance , Material Received & Issued Records Maintenance
* Staff Time Sheet Maintenance.
* All Material Stock Statement Maintenance.
* Chemical Material Expiry Maintenance.
* Minimum Stock Maintenance.
* Monitor Material details for non-payments, delayed payments and other irregularities
* Maintain HSE Power Tools , Hand Tools & PPE Items.
* Maintain Site customer files and records
* Follow established procedures for processing receipts, cash etc
* Investigate and resolve customer queries

LANGUAGE KNOWS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Language |  |  |  |
| 1 | Tamil | Speaking | Reading | Writing |
| 2 | English | Speaking | Reading | Writing |
| 3 | Hindi | Speaking |  |  |
| 4 | Malayalam | Speaking |  |  |

# EDUCATIONAL QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **School/College** | **Board/University** | **Year of Passing** |
| B.A. (History) | Bharathidasan University | Bharathidasan University, Trichy | 2004 |
| D.T.ED. | Don Bosco Teacher Training Institute, Thamanangudi. | State Board of Tamilnadu | 2007 |
| M.A. ( History ) | Alagappa University | Alagappa University, Karaikudi | 2009 |
| B.Ed. | Amarnath B.Ed. College, Karaikal | Pondicherry University | 2011 |

# COMPUTER QUALIFICATION

* Diploma in Computer Application
* MS-Word, MS-Excel, MS-Power point & Tally

# ADDITIONAL QUALIFICATION

* Typewriting Both Higher Passed in Tamil & **English**
* Basic First Aider ( Certificate issued from UAE)

# PERSONAL DETAILS

* Name : PAUL ANAND C
* Father Name : Chellaiha
* Nationality : Indian
* Religion : Christian
* Date of Birth : 14.05.1982
* Gender : Male
* Marital Status : Married
* Hobbies : Reading Books, Listening Music

**PASSPORT DETAILS**

Passport Number : L5360859

Date of issue : 07.01.2014

Date of Expiry : 06.01.2024

Place of Issue : Trichy

# ABILITIES

* Self-motivated & capable to mix easily with different situation
* Hard Worker and Honest
* Disciplined and Team Worker
* Perform Assigned task with grant responsibility
* Sincere and result oriented & Good Communication skills
* Self-motivated with desire to be continually learning
* Ability to work for long hours and meet deadlines
* Highly competent, able to work autonomously as well as in a team

Declaration

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

Place: Kottucherry

Date: - **( PAUL ANAND C)**