

# RESUME

N. RAJESH KANNAN B.Com.,

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Contact No: **+91-8610136700**



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## CARRER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

## EDUCATIONAL DETAILS

B.Com	Madurai Kamaraj University College, Madurai	04-2012
HSC	M.L.W.A Higher Secondary School, Madurai	03-2008
SSLC	ST. BRITTO Higher Secondary School, Madurai	03-2006

## EXTRA QUALIFICATION

**Hardware - A+ SSI COMPUTER EDUCATION** 10-NOV-2010 to 30-DEC-2010 with Outstanding Percentage.

## EXPERIENCE

- PURCHASE OFFICER in HATSUN AGRO PRODUCT PVT LTD – OYALO DIVISION at GUDUVANCHERY CHENNAI & KARUR from 04-12-2018 to till now (or) \_\_ / \_\_ / \_\_\_\_
- STORE INCHARGE AND PURCHASE OFFICER IN **PUPPYS BAKERY** at MADURAI from 01-06-2017 to 15-08-2018.
- MEDALL HEALTH CARE PVT LTD., FRONT OFFICE INCHARGE AND CASHIER at MADURAI from OCT – 16 to MAY - 17
- **GULF COUNTRY:** AL-NABA SUPPLIES & CATERING L.L.C, MUSCAT, OMAN CATERING STORE KEEPER & ERP DATA ENTRY OPERATOR FROM 11-03-2013 TO 29-03-2016.
- ICICI BANK PVT LTD JUNIOR OFFICER(CA) ONROLL FOR 2012-2013
- SYSTEM HARDWARE MAINTAINCE IN KCS COMPUTER at MADURAI 2008-2012 (Part Time After the College time 3pm to 11pm )

## **PASSPORT & OTHER DETAILS**

- Passport No : S1014291
- Passport Valid : 04/06/2018 to 03/06/2028
- Passport Type : ECNR (International passport)
- Driving License No : TN58 20150004438 Valid up to : 20/05/2035
- Driving License Type : M/CYCL & LMV

## **TECHNICAL SKILLS**

- Software Handling : SAP-MM MODULE, MS-Office, Open Office,
- System Assembling : All PC Desktop
- System Troubleshooting : All Pc Desktop & Laptop Computer
- Operating System : WINDOWS XP, Win7 & Win8 & Win10

## **WORKING SKILLS**

- Raw Material purchasing
- Negotiation
- Cost Control
- Material Management
- ISO 2018
- Consumable & Spares Purchasing
- Quality Analysis
- Vendor Development
- Vendor Management
- On Time Delivery
- CAPEX & OPEX
- Supply Management

## **SEMINARS ATTENDED AND PAPERS PRESENTED**

- International Business Import & Export
- System basic Uses & Help
- National leaders Essay

## **ELECTIVES TAKEN**

- Introduction to internet
- Introduction to Office automation
- Red Ribbon Club
- NSS
- Internet Applications

## **PERSONAL DETAILS**

Name : N. RAJESH KANNAN

Father Name : G. NAGARAJ

Date of Birth : 01.06.1991 B.GRP: A+ve

Gender : Male

Religion : Hindu

Marriage Status : Single

Languages Known : Tamil, Telugu, English and Hindi

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SIKKANDAR SAVADI, MADURAI - 625018

Contact No : +91-8610136700

## **DECLARATION**

I hereby declare that all the above information are true and correct to best of my knowledge

Yours Sincerely

DATE:

PLACE:

(N. RAJESH KANNAN)