

RESUME

S.Balasubramani

Cell :
9841145841 Email :
1976.s.balu@gmail.com

OBJECTIVE

To obtain a position where I can maximize my multilayer of management skills, quality assurance, program development, training experience, customer service, and a successful track record in the Blood Banking care environment.

Working Experience

I have been working as a Supervisor in the field of Production of ODB and Wally Putty for the past 2 and half decades

Name of the Company	Area or work
ConPro Enterprises Private Limited Venbedu, Thiruporur – 603 110 Brand Name : Supercem	Production Supervisor Store In charge Accounting Payments Experience from 01 st Jan 1996 to 30 Nov-23

Nature of Work :

1. Placing of Raw Material Purchase order to Vendors
2. Coordinating Sales order
3. Preparing GST Invoice
4. Petty Cash Handling at Factory
5. Stores & Stock Handling
6. Pay roll for Labor
7. Able to extract work from House keeping staff and technician
8. Time card management for HK Staff and Labors
9. Supervising of Production and Maintenance department

EDUCATIONAL QUALIFICATIONS:

Board Exam : S.S.L.C.
Year of Passing : 1993
Percentage : 60.6%
Technical Qualification : CELL PHONE SERVICE
Computer Knowledge : MS Office, Internet Browsing

Personal details:

Father's Name : P.R.Swaminathan
Date of Birth : 16-07-1976
Sex : Male
Marital Status : Married
Nationality : Indian
Religion : Hindu
Languages Known
To speak : Tamil, English & Hindi
To write : Tamil & English
Hobbies : Listening Music Reading Books
Personal Traits : Honesty, Sincerity and Time Punctuality
Address for communication : 3/706, V.P.G. Avenue Extension
5th street, Mettukupam
Chennai- 600 097

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Date :
Place : Chennai-97.

S.BALASUBRAMANI