

Sarath.k
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OBJECTIVE

To work in a dynamic and challenging job environment where I would be able to significantly contribute to the organization's growth, research and development requirements while continuously enhancing my skill set .

CERTIFICATIONS

- ✓ MBA in Logistics and Supply chain management(Pursuing)
- ✓ Bachelor of Engineering in computer science(2013)
- ✓ Diploma in computer engineering(2009)
- ✓ Diploma in advanced java(2010)
- ✓ Professional Diploma in Hardware and network Engineering (2008)

PROFESSIONAL EXPERIENCE

Worked as a Unit Manager in SBI Life Insurance Co. LTD , Kerala India (from feb 2018 to mar 2022)

Duty & Responsibilities

- ✓ Recruitment and management of team members
- ✓ Evaluating agent performance
- ✓ Training and motivating team members
- ✓ Customer support
- ✓ Sales and marketing
- ✓ Team handling

Worked as a Operation Executive in ADMML , Abudhabi UAE (from 2015 to 2017)

Duty & Responsibilities

- ✓ Planning and Execution
- ✓ Describe logistic operation
- ✓ Execute delivery planning
- ✓ Cost control

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- ✓ Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
 - ✓ Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output
 - ✓ Documentation handling and customer servicing
 - ✓ Communicates with other departments including sales and marketing to effectively plan and distribute the work load
 - ✓ Communicate, coordinate, follow up and report about on processing or hold items to be manipulated, delivered to other parties, or provide feedback about status.
 - ✓ Follows procedures of reporting on performance, budgets and other reports required from time to time to the Direct Manager

Worked as a Desktop Engineer in **C-MOS COMPUTERS**,kerala (from july 2013 to mar 2015)

Duty & Responsibilities

System maintenance

- ✓ Analyze,diagnose and resolve complex desktop problems and suggest corrective solutions.
- ✓ Co-ordinate with specialists to resolve to resolve technical problems.
- ✓ Handle system administration of enterprise desktop asset management software tools.
- ✓ Execute,document and maintain desktop security standards as per IT security policies.
- ✓ Hardware and networking control.
- ✓ Provide strong customer service for internal IT teams as well as business partner.
- ✓ Hardware servicing,replacement ,installation and assembling.

Worked as a **ERP** admin in **VIJAYA ENTERPRISES Pvt.Ltd** Tamilnadu (from Aug 2009 to June 2010)

Duty & Responsibilities

- ✓ Control,maintenance and trouble shooting of ERP software.
- ✓ LAN implementation and trouble shooting.
- ✓ Hardware and software installation and servicing

TECHNICAL SKILLS

- ✓ Operating System :Windows2000/08/XP, Win 7.
- ✓ PC Assembling & Trouble Shooting.
- ✓ Hardware services & replacing.
- ✓ Maintaining Backups of System State Data and Restore.

TRAINING PROGRAMS & CERTIFICATIONS

Attended workshop on “Mainframe, Artificial intelligence and cloud computing”.

Attended hands on training on “Open Source Tools and Components”.

Attended Training&Qualified ADFCA Exam for Food and Safety in Abudhabi

Attended Food and safety Training in FSSAI India

Star Awards for best performer in 2019 - 2020 Sbi Life Kerala Region

COMPUTER SKILLS

Programming	:Basics of C,C++,Java
Database	:SQL,Access
Operating systems	:Linux, Windows XP,7,8,10
Hardware	:PC assembling and troubleshooting
Office Suites	: Microsoft Office 2007/2003.

PERSONAL DATA

Date of birth	: 30-05-1989
Gender	: Male
Age	: 32
Nationality	: Indian

PASSPORT DETAILS

- | | |
|------------------|-------------------|
| ○ Passport No | : U8227696 |
| ○ Place of Issue | : Kozhikode |
| ○ Date of issue | : 01-12-2020 |
| ○ Date of expiry | : 30-11-2030 |

DECLARATION

I, hereby declare that all the information mentioned above is true to the best of my knowledge.

Place :

Date : (SARATH.K)