

CURRICULUM VITAE

G. UNNIKRISHNAN

Kalavelil Thazhethil

Thuvayoor North ,Manakala P.O.

Adoor ,Pathanamthitta Dist.

Kerala- 691551, India

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Objective:

To work with a progressive and successful organization where I can utilize my skills and knowledge and become part of the professional team to contribute for the success and prosperity of the organization.

ACADEMICS

Course	Name of the School/College	Board/University	Main subjects of study
I.T.I. Mechanic Industrial Electronics	Govt. I.T.I Chenneerkara, Pathanamthitta	State Education for Vocational Training	Digital electronics CNC PLC Calculation
Diploma in Fire & Safety	International Institute for Technology, Mavelikkara Alappuzha	Kerala University	Safety Health & Management Planing of safety Organising of safety Direction of safety Principles of accident prevention
Plus Two Scicnce	NSS HSS, Adoor Pathanamthitta	Kerala Higher Secondary Board	Physics Chemistry Biology Maths

Computer Literacy : Excel, Powerpoint, SAP
Windows etc.

SUMMARY OF PROFESSIONAL EXPERIENCE AND STRENGTH

- More than 2(Two)year working experience in Depo incharge,working with Sahyadri Industries Ltd., Pune. Excellent working knowledge in SAP and other office activities.
- More than 2 (Two) year working experience in Supervisor working with Al madeena Tailoring . Doha, Qatar , P.O Box : 21922
- More than 3 (Three) year working experience in Sales Officer working with SB Agencies, Ezhamkulam, Adoor (Ramco Cement Dealer)

PROFESSIONAL EXPERIENCE

- 1) **Firm** : **SAHYADRI INDUSTRIES LTD.**
 Period : Since December 5th 2013 to December 21, 2015
 Post : Depo incharge

RESPONSIBILITIES

- Sort organize and maintain office records accurately
- Streamline document filing process ensuring their availability at all times
- To handle all incoming and outgoing documents and circulate to the respective documents for proper action
- Handle of E-mail and download related documents and forward for the respective Person for immediate action wherever necessary
- Arranging flow of mail and documents by sorting and distributing to concerned person
- Updating of incoming documents, letter s , corresponding etc.
- Prepare transmittals for documents and arrange for submission
- Maintain comprehensive register for all documents –incoming, responded, noted responded.
- Digitize all necessary documentation and store in electronic system (SAP)

2) Firm : AL MADEENA TAILORING

Period : Since February 12 th 2016 – 23 March 2018

Post : Supervisor

RESPONSIBILITIES

- Computing and record total of transaction on a daily basis and recorded data
- Calculate total payments received during a time period and reconcile this with total sale
- Answered customers questions and provide information s on procedures and policies
- Ensured that each customers receives outstanding service and providing a friendly Environment
- Receive complaints and resolve problems .
- Pass on information from upper management to employees and vice versa

3) Firm : SB AGENCIES

Period : June 1st 2018 to Present

Post : Sales Officer

RESPONSIBILITIES

- Facilitate cold and warm calls to prospective leads schedule and follow through on calls with leads and current customers.
- Inform leads and customers of current promotions and discounts.
- Maintain positive business and customer relationship in the effort to extent customer life time value.

CO-CURRICULAR ACTIVITIES

- Reading, Writing and very much interested in environmental conservation Activities mainly greening.

PERSONAL DATA

Name : **G. Unnikrishnan**
Date of Birth : 01-05-1989
Nationality : Indian
Sex : Male
Marital Status : Married
Languages Known : English, Hindi, Malayalam, Arabic
Permanent Address : Kalavelil Thazhethil
Thuvayoor North
Manakala P.O. Adoor
Pathanamthitta Dist
Kerala, India
Pin – 691551
Passport No. : V3065621
Date of Issue : 10-11-2021
Date of Expiry : 09-11-2031
Reference : Available on request

UNNIKRISHNAN. G