

RAJESH PONNUSWAMI

rajeshpc3@yahoo.co.in, rajesh.ponnuswami@gmail.com

Dubai

Mobile No: 0097155-4873878

Permanent Address : Chetty Street, Near Mariyamman Temple, Chelakkara (PO), Trichur (Di.), Kerala State.
Tel : 9745071760, 9744589821



PROFILE

Seeking for an opportunity where my wisdom and leadership skills and potentials are under proper guidance. To work effectively in team spirit and gain success.

EXPERIENCE PROFILE

Organization	Emirates Group (DNATA)
Duration	Since 30 th December 2013 to 24 th November 2020
Designation	Equipment Operator

- Safely move cargo one point to other point.
- Transport Cargo one point to different Emirates Flights.
- Strictly adhered to safety policies; preventing accidents, injury and damage to staff, surrounding communities and facilities.
- Enforced safety operation guidelines and standards, including determining safety procedures for the handling of dangerous goods
- Safely and accurately operated machine and vehicle controls.
- Motivated Individual With a Positive Attitude, Strong Work Ethic

Organization	Butlers Dry Cleaning and Laundry Services L. L.C.
Duration	19 th July 2010 to November 2013
Designation	Account Clerk

JOB DESCRIPTION

- Maintenance of Books of accounts and related Ledgers, Preparation of invoices, payment vouchers.
- Preparation & Submission of Purchase Report on daily basis to the Manager.
- Preparation of Customer reconciliation.
- Preparation of Suppliers reconciliation report.
- Allocation of the daily work to the revenue department
- Verification of the In & Out of the goods & Inventory management.
- Managing and maintenance of way bill control system.
- Maintaining a tracking facility to enable documents to be updated easily.
- Issuance of way bills upon request

- Ensuring all the documents is up to date in box files and in the system.
- Liaison with customers and the management
- Follow up with customers for their deliveries and queries
- Arranging the Delivery's Schedule and making sure the customers are getting goods on time.
- Preparation and submission of Daily Activity Report to the Management

Organization	Indian Plastics Institute
Duration	Since 19 th September 1999 to 10 th July 2010
Designation	Office Assistant

JOB DESCRIPTION

- Assisting to organize Seminars, National and International Conferences, Lecture meetings.
- Making TDS Certificates and assisting Income Tax matters, Professional Tax Matters, Monthly Reconciliation, Coding payment vouchers under a particular account codes and issuing payment by Cheque entering to make Profit and Loss Account & Balance Sheet.
- Preparing Sales Forecast, budgeting, Inventory management, Reconciliation of receivables and follow up, and payment processing.

Organization	Hercules Computers
Duration	10 th March 1995 to 20 th November 1997
Designation	Computer Operator

JOB DESCRIPTION

- Co-ordinating Accounts and Administration Job.
- Attending telephone calls.

TECHNICAL QUALIFICATIONS

Certification	Typewriting (W.P.M. 35)
	Shorthand (W.P.M.60)
	Diploma in Computer Application (Word, Excel, Dbase, Corel Draw, Page Maker, FoxPro, Tally , Internet and E-mail), Paris Accounting Package, This specially designed from U.K.
Operating System	Windows XP, Windows 2000, Accounting Software ,tally 9.0 ERP

DUBAI DRIVING LICENSE

License No : 1854337
Permitted Vehicles : Light Vehicle
Date of Issue : 17-12-2012
Date of Expiry : 17-12-2022

INDIAN DRIVING LICENSE

License No : MH-02-20080141026
Permitted Vehicles : Light Vehicle
Date of Issue : 14-07-2008
Date of Expiry : 11-05-2027

EDUCATIONAL BACKGROUND

Course	Location	Passed Year
B.Com	University of calicut , Kerala	2008
Pre-Degree	University of calicut, kerala	1997
S. S. L.C	Kerala Board	1992

PERSONAL DETAILS

Date of Birth	12 th May 1977
Marital Status	Married
Nationality	Indian
Languages Known	English, Hindi, Malayalam

PASSPORT DETAILS

Date of Issue	02.05.2018
Date of Expiry	01.05.2028
Passport No	S2030668
Place of Issue	COCHIN

(RAJESH PONNUSWAMY).

PLACE :
DATE :



United Arab Emirates

دولة الامارات العربية المتحدة

Driving License

رخصة قيادة



سلطة الترخيص

di766

Licensing Authority

License No.

1854337

رقم الرخصة

الاسم راجيش بونوسوامي ماداناسيري بونوسوامي

Name **Rajesh Ponnuswami Madanassery Ponnuswami**

Nationality **India**

الجنسية الهند

Date of Birth

12/05/1977

تاريخ الميلاد

Issue Date

17/12/2012

تاريخ الاصدار

Expiry Date

17/12/2022

تاريخ الانتهاء

Place of Issue

Dubai

جهة الاصدار دبي

Traffic Code No.

12199646

الرمز المروري

Permitted Vehicles

أنواع المركبات المصرح بقيادتها

			مركبة خفيفة Light Vehicle	

- This license should be with you when you are driving and should be presented on demand to an authorized person.

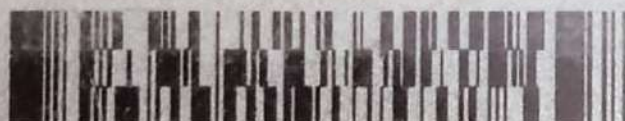
• يجب حمل الرخصة اثناء القيادة

• وإبرازها عند الطلب للجهات المختصة

- Give way to ambulance, civil defence, VIP escort and police vehicles.

• يجب افساح الطريق لسيارات الإسعاف، الدفاع المدني،

المواكب الرسمية والشرطة



UAE

090590194 EPM



Indian Union Driving Licence
Issued by State of Kerala



DL No. MH02 20080141026

Issue Date	Validity (NT)	Validity (TR)
14-07-2008	11-05-2027	

Name : RAJESH PONNUSWAMI

Date Of Birth : 12-05-1977 Blood Group : O+

Organ Donor : No

S / D / W of : M PONNUSWAMI

Permanent Address

CHETTY STREET,
CHELAKKARA,
CHELAKKARA (PO), THRISSUR, 680006

Present Address

CHETTY STREET,
CHELAKKARA,
CHELAKKARA (PO), THRISSUR, 680006



Holder's Signature

Date Of First Issue: 14-07-2008

DL No. MH02 20080141026



Badge No.

Badge Date

Class of Vehicle

Cov Code

Issued by

Date of Issue



MCWG

MH02

14-07-2008



LMV

MH02

14-07-2008

Emergency Contact



Licensing Authority
SRTO, VADAKKANCHERRY

Form 7 Rule 16 (2) 1903453

Reference: HRSS/430365/2020

15/11/2020

TO WHOM IT MAY CONCERN

Service Certificate: Mr. Rajesh Ponnuswami

This is to confirm that the above named had been employed by this Company from 30-Dec-2013 to 24-Nov-2020.

He was working in the capacity of EQUIPMENT OPERATOR in our AIRPORT OPERATIONS Department at the time of leaving the company

Yours faithfully,



Amal Mohammed Ahmed

Vice President - HR Shared Services



Ref No. HR REF-EC 14/3

5th December, 2013

TO WHOM IT MAY CONCERN

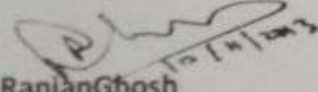
Service Certificate: Mr. Rajesh Ponnuswami

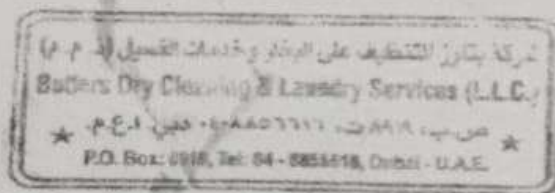
This is to certify that Mr. Rajesh Ponnuswami, Indian National holder of Passport No. S2030668 was employed with our company from 19th July, 2010 to 5th December, 2013 in the position of "Data Entry Operator".

During his tenure, we found him to be honest and dedicated in performing his duties. He has left the Company on his own accord, we sincerely appreciate his services rendered to the Company, and take this opportunity to extend our best wishes for his future endeavors.

Regards,

for Butlers Dry Cleaning & Laundry Services LLC.


Ranjan Ghosh
General Manager





Email: ipi@bom3.vsnl.net.in
ipi@vsnl.com
Website : www.ipiindia.com

INDIAN PLASTICS INSTITUTE

30, Sarvodaya Indl. Estate, 1st floor,
Off. Mahakali Caves Road, Near Paper Box Factory,
Andheri (E), Mumbai 400 093.

Phone: 91-22-6695 03
6696 26
Fax: 91-22-6695 03

13th July 2009

TO WHOMSOEVER IT MAY CONCERN

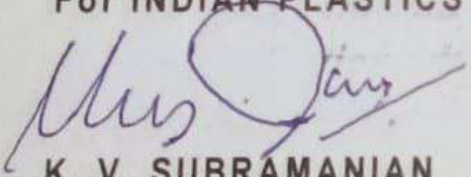
This is to certify that "Mr. Rajesh Ponnuswamy" is working with us as an "Office Assistant" since 19th September 1999 to till date.

During the tenure of his service with us, we found him very hard working, sincere and punctual in his duties.

This Certificate is issuing him for his own accord.

We wish him all success in his future endeavors.

For INDIAN PLASTICS INSTITUTE


K. V. SUBRAMANIAN
SECRETARY GENERAL

Hercules Computers

11, Gayatri Sadan, Opp. Lajwanti Hall, Irani Wadi No. 2, Kandivali (W), Mumbai - 400 067

Date: 21st November, 1997

TO WHOMSOEVER IT MAY CONCERN

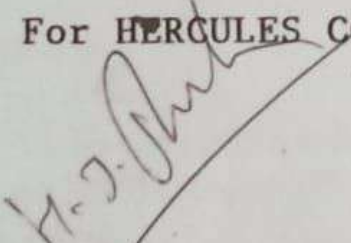
This is to certify that Mr. RAJESH PONNUSWAMY, was worked with us as a "COMPUTER OPERATOR" from 10th March, 1995 to 20th November, 1997.

During the tenure of his service, we found him very honest, sincere and hardworking in his duties.

He leaving this concern for his better prospects.

We wish him all success in his future career life.

For HERCULES COMPUTERS


HARISH J. SHAH
PROPRIETOR



Calicut University P.O.
Pin 673 635

UNIVERSITY OF CALICUT

MEMORANDUM

EC XVII

Dated : 20.10.2008

The following marks have been awarded to Sri/Smt. RAJESH P. at the Final Year B.Com.Degree Examination of March/April 2008

Register Number : IMAFBS0021

Name of Subjects		Marks Awarded	Minimum Marks for a Pass	Maximum Marks
Paper I	Business Statistics	45	32	80
Paper II	Managerial Economics	38	32	80
Paper III	Information Technology for Business	37	32	80
Paper IV	Financial Accounting	32	32	80
Paper V	Business and Corporate Laws	44	32	80
Paper VI	Business Management	51	32	80
Paper VII	Banking Theory and Practice	34	32	80
Paper VIII	Business Communication	43	32	80
Paper IX	Marketing Management	36	32	80
Paper X	Entrepreneurial Development & Project Management	51	32	80
Paper XI	Auditing	57	32	80
Paper XII	Cost and Management Accounting	50	32	80
Paper XIII	Income Tax	34	32	80
Paper XIV	Optional Paper I(Co-Operation)	48	32	80
Paper XV	Optional Paper II(Co-Operation)	42	32	80
Paper XVI	Business Practice	60	60	150
Paper XVII	Business Environment	65	60	150
GRAND TOTAL		767	600	1500

I Class with Distinction:1200, I Class:900, II Class:750, III Class:600



[Signature]

Controller of Examinations

Checked by

[Signature]
Section Officer

[Signature]
AR/DR/JR (E)



UNIVERSITY OF CALICUT
(Pareeksha Bhavan)

Calicut University P. O.
673 635

Folio No **106278**

Dated : 21/01/2009

PROVISIONAL CERTIFICATE

Reg. No. and Year	Part I	IMAFBS0021	April/2006
	Part II	IMAFBS0021	April/2006
	Part III	IMAFBS0021	April/2008

Issued to Sri/Smt RAJESH P.

Certified that the above candidate has passed the B.Com. Degree Examination with details as shown below :

Part I ENGLISH

Third Class

**Part II Modern Language
(MALAYALAM)**

Third Class

**Part III Commerce Subjects
with optional subject
CO-OPERATION**

Second Class

Assistant Registrar (Exam X)
UNIVERSITY OF CALICUT

For CONTROLLER OF EXAMINATIONS



Institutional Member
INDIAN COMPUTER EDUCATION
SOCIETY

CLASSIFICATION OF GRADE			
Percentage of Marks	Grade	Rating	
80 and Above	A +	Distinction	
60 - 79	A	1st Class	
50 - 59	B	2nd Class	
40 - 49	C	3rd Class	

No. 12/97

Comp U Teach Board of Examinations

THRISSUR

Diploma Certificate

The Comp U Teach Examination Board certifies that
RAJESH P. Reg. no. E-1001/95

has qualified in DIPLOMA IN COMPUTER APPLICATIONS
course as per the Board requirements from Comp U Teach
PAZHAYANNUR centre during the period.

OCT 1996 to OCT 1997 The candidate secured
THIRD class with A+/A/B/C grade in the qualifying
examination held on NOV 1997

Station : THRISSUR

Date : 11th FEB 97



Director
Comp U Teach Board

Established 1946

THE INSTITUTE OF COMMERCE
(Recognised by Kerala Govt)

CHELAKARA P.O.
Trichur District
Kerala State.

Date - 18-9-97.

CERTIFICATE

This is to certify that *Mr. P.Rajesh*, S/o Ponnuswamy, Rajesh Nivas, Near Mariamman Temple, Chelakkara was a student of this Institution for Typewriting and Shorthand.

He has attained a speed of 35 words per minute in Typewriting and 80 words per minute in Shorthand. He has appeared for Typewriting English Lower Grade and waiting for result.

His Character is Good.

C.R. Hm
18/9/97

PRINCIPAL,
INSTITUTE OF COMMERCE,
CHELAKARA-680556.





GOVERNMENT OF KERALA

Register No. 20342/1997.

Serial M No 005439

Photo of the candidate



This is to certify that
RAJESH P
has appeared for the Government
Technical Examinations held in
July 1997 and passed in the
following subjects in the grades
and classes noted against each
subject.



Subject

Grade

Class

Type writing English Lower Second

Date of publication of result: 13.11.97.

Office of the Commissioner for
Government Examinations
"Pareekshabhavan", Poojappura,
Thiruvananthapuram-695012.

K. SASIDHARAN

SECRETARY,
Board of Technical Examinations,
Kerala State.

भारत गणराज्य REPUBLIC OF INDIA

टाईप / Type	प्रमाण / Evidence
...	...

P

राष्ट्र कोड / Country Code

IND

पासपोर्ट नं. / Passport No.

S2030668

उपनाम / Surname

PONNUSWAMI

दिया गया नाम / Given Name(s)

RAJESH

राष्ट्रीयता / Nationality

भारतीय / INDIAN

लिंग / Sex

M

Date of Birth: _____

12/05/1977

जन्म स्थान / Place of Birth

CHELAKARA, KERALA

जारी करने का स्थान / Place of Issue

COCHIN

जारी करने की तिथि / Date of Issue

02/05/2018

समाप्ति की तिथि / Date of Expiry

01/05/2028

Rajesh P

P<INDPONNUSWAMI<<RAJESH<<<<<<<<<<<<<<<<<<<<
S2030668<5IND7705120M2805014<<<<<<<<<<<<<<<<8

पिता / काबूकी अभिभावक का नाम / Name of Father / Legal Guardian

PONNUSWAMI MADANASSERY



S2030568

माता का नाम / Name of Mother

ALAGIRI AMMA

पति या पत्नी का नाम / Name of Spouse

VIDHYA RAJESH

घर / Address

RAJESH NIVAS, CHETTY STREET

CHELAKKARA PO, THRISSUR

PIN: 680586, KERALA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

G8689711

28/05/2008

COCHIN

फाइल नं. / File No.

C05071145764318

دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES

إقامة
RESIDENCE

وزارة الداخلية

استوفيت الرسوم

جديد

الرقم الموحد : 94733225
U.I.D. No

الملف : 201/2013/7266149
File

رقم الجواز : G8689711
Passport No

الاسم : راجيش بونوسوامي
Name

المهنة : سائق مركبة خفيفة
Profession
LIGHT VEHICLE DRIVER

الكفيل : (دوناتا) (الموارد البشرية - الشؤون المحلية)
Sponsor
DNATA (HR LOCAL AFFAIRS)

تاريخ انتهاء : 2017/01/05
Expiry Date

تاريخ إصدار الإقامة : 2014/01/06
Issue Date



دبي
DUBAI

جهة الإصدار :
Place of Issue

عدد المرافقين :
Accompanied by

RAJESH PONNUSWAMI PONNUSWAMI MADANA



التوقيع :
Sign.

تعتبر الإقامة لاغية إذا تجاوز حاملها الإقامة خارج دولة الامارات مدة ستة اشهر
Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES

إقامة
RESIDENCE

وزارة الداخلية

استوفيت الرسوم

جديد

الرقم الموحد :
U.I.D. No

الملف :
File

رقم الجواز :
Passport No

الاسم :
Name

المهنة :
Profession

الكفيل :
Sponsor

تاريخ إصدار الإقامة :
Issue Date

التوقيع :
Sign.

دبي
DUBAI

جهة الإصدار :
Place of Issue

عدد المرافقين :
Accompanied by

201/2010/2177775

G 8689711

راجيش بونوسوامي ماداناسيري بونوسوا
RAJESH PONNUSWAMI MADANASSERY PONNU

كاتب ملفات
ARCHIVES CLERK

شركه بتلرز للتنظيف على البخار وخدمات ال
BUTLERS DRY CLEANING AND LAUNDRY SERVIC

تاريخ الانتهاء :
Expiry Date

2010/09/06



تعتبر الإقامة لاغية اذا تجاوز حاملها الإقامة خارج دولة الامارات مدة ستة اشهر

Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES

إقامة
RESIDENCE

استوفيت الرسوم

تجديد إقامة
رقم الهوية

784197702846433

رقم الموجد
U.I.D.N

دبي
DUBAI

جهة الإصدار
Place of Issue

201/2013/7266149

عدد المرافقين
Accompanied by

S2030668

رقم الجواز
Passport N



راجيش بونوسوامي
RAJESH PONNUSWAMI PONNUSWAMI MADANASSERY

الاسم
Name

مشغل آلات
MACHINES OPERATOR / MACHINIST

المهنة
Profession

دنانا (الموارد البشرية-الشئون المحلية)

DNATA (HR LOCAL AFFAIRS)

الكفيل
Sponsor

2022/10/19

تاريخ الانتهاء
Expiry Date

2019/10/20

تاريخ إصدار الإقامة
Issue Date



تعتبر الإقامة لاغية إذا تجاوز حاملها الإقامة خارج دولة الامارات مدة ستة اشهر
Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

Reference: HRSS/430365/2020

15/11/2020

TO WHOM IT MAY CONCERN

Service Certificate: Mr. Rajesh Ponnuswami

This is to confirm that the above named had been employed by this Company from 30-Dec-2013 to 24-Nov-2020.

He was working in the capacity of EQUIPMENT OPERATOR in our AIRPORT OPERATIONS Department at the time of leaving the company

Yours faithfully,



Amal Mohammed Ahmed

Vice President - HR Shared Services





Ministry of Health & Family Welfare
Government of India

Certificate for COVID-19 Vaccination

Issued in India by Ministry of Health & Family Welfare, Govt. of India

Certificate ID 99179219499

Beneficiary Details

Beneficiary Name **Rajesh**
Age **45**
Gender **Male**
ID Verified **Voter ID # GVQ1607290**
Unique Health ID (UHID)
Beneficiary Reference ID **46753468548100**
Vaccination Status **Fully Vaccinated (2 Doses) and a Precaution Dose**

Vaccination Details

Vaccine Name **Shaija V**
Vaccine Type **Thonoorkara PHC**

Dose Number	Date of Dose	Vaccine Name	Batch Number	Vaccine Type	Manufacturer
1/2	09 Jun 2021	COVAXIN	37F21047A	COVID-19 vaccine, inactivated virus	Bharat Biotech
2/2	24 Jul 2021	COVAXIN	37F21084A	COVID-19 vaccine, inactivated virus	Bharat Biotech
Precaution dose	21 Jul 2022	COVAXIN	37H22036A	COVID-19 vaccine, inactivated virus	Bharat Biotech, India

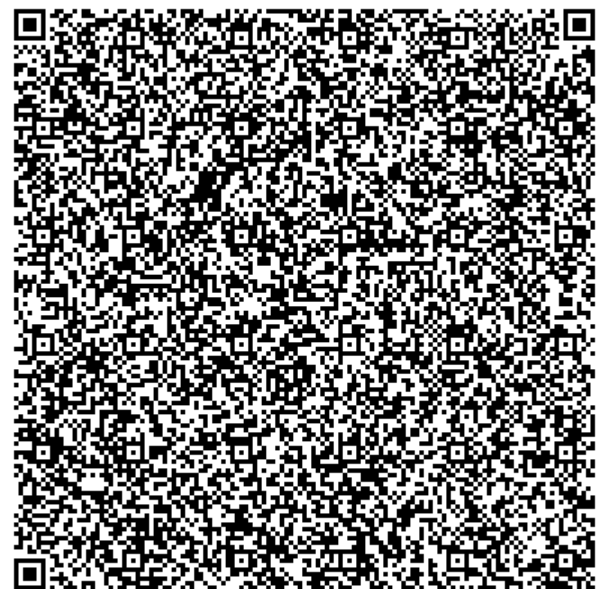


Together, India will defeat
COVID-19”

- Prime Minister Narendra Modi

In case of any adverse events, kindly contact the nearest Public Health Center/
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

COWIN
Winning Over COVID



This certificate can be verified by scanning the QR code at
<http://verify.cowin.gov.in>