

CURRICULAM VITAE

A.RAVI KUMAR

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Mobile: 9043541910



PROFESSIONAL PROFILE

A challenging career that will enable me to exhibit my professional competency to the zenith and will enable me to expose my talent to the max, to the reach the height of success.

ACADEMIC QUALIFICATION

- S.S.L.C (2004-2005) from G.S.Hindu Hr.sec school, Srivilliputtur at 56%
- H.S.C (2006-2007) from G.S.Hindu Hr.sec school, Srivilliputtur at 66%
- Diploma in Electronics and Communication Engg (2007-2010) from Arulmigu Kalasalingam Polytechnic College, Srivilliputtur at 75%

PROFESSIONAL EXPERIENCE

Company : DELPHI TVS DIESEL SYSTEM LTD

Designation : OPERATOR

Duration : Sep 2010 to Dec 2012

Job Responsibilities:

- Operate production machinery in a safe and efficient manner
- Perform safety and maintenance checks regularly
- Clean equipment and tools appropriately
- Train new employees in machine operation activities
- Meet production and quotas by managing work load effectively

Company : TATA TELESERVICES PVT LTD
Designation : SALES & COLLECTION
Duration : Mar 2013 to Feb 2015

Job Responsibilities:

- Billing to customers
- Ensure follow up phone to customers on felonious payments
- Maintains of cash and cheque
- Preparation of the day wise statement and send to the manager
- Carrying of petty cash and books

Company : OTTO CLOTHING PVT LTD
Designation : MARKETING & SUPERVISOR
Duration : July 2015 to Feb 2023

Job Responsibilities:

- Ensure follow up phone to customers on felonious payments
- Return to not sales pieces for warehouse and debit the bills
- Monthly one increase the retailer and finished the target
- Coordinate collection team communication
- Verify payment information adjustments to manager

SYSTEM KNOWLEDGE

- M.S Office
- Type writing in English (Lower Level)

CURRICULAR ACTIVITIES

- Reading Books
- Listening Music
- Surfing the Net

PERSONAL PROFILE

NAME : A.Ravikumar

FATHER NAME : Arumugaperumal

DATE OF BIRTH : 18-June-1989

GENDER : Male

MATERIAL STATUS : Married

NATIONALITY : Indian

LANGUAGE KNOWN : Tamil, English

ADDRESS : 70C/1, Koonankulam Keelpakkam North St,
Srivilliputtur – 626125, Virudhunagar District, Tamilnadu.

DECLARATION

I hereby declare that the information given above is true to best of my knowledge.

Place: Srivilliputtur
Date :

Yours truly
(A.RAVIKUMAR)