



SENTHAMARAI PALANISAMY

BACHLOR OF BUSINESS ADMINISTRATION

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DOB: 04-June-1996 **Passport:** R0984210.

Visa Status: Employment Visa Valid Upto (31st October 2023).

OBJECTIVE

To accept a challenging position in the field of my Administration services and share my knowledge to the benefit of the organization. I hope to achieve this by working hard and contributing to the growth of the company.

TECHNICAL SKILLS

- Keeping billing record – bill making.
- Preparation of financial statement.
- Keeping bank record.
- Keeping employees record.
- Good knowledge about TALLY.
- Using MS office word, excel, power point etc.
- Knowledge of SAP(System Applications and Products in Data Processing) software.

PROFESSIONAL EXPERIENCE

LIFE PHARMA FZE, JEBAL ALI, UAE.

Machine Operator (Cartonator) Machine Production Department

(March 2020 – Present)

Role:

- Monitoring the performance of hoonga carton and cp120 (pampac) machine
- Monitoring the Jackson 2D printer & wolke printer ,automatic labelling machine
- GTIN NUMBER, BATCH NUMBER, MANUFACTURING DATE, EXPIRY DATE SERIAL NUMBER teaching and checking all these numbers.
- Perform required adjustments and routine maintenance of packing equipment.
- Reporting fault packaging or problem on the machines to relevant managers.
- Moving of completed boxes of products to the correct inventory area.
- Completing all relevant documentation and line clearance on the packing and maintenance of the packaging machines.
- To prepare Embossing letter further batch to submit the line officer.

COIMBATORE SITRA AIRPORT, TAM LNADU, INDIA.

Logistics barcode scanner

(February 2018 to April 2019)

Role:

- Create the code and handling unit or container number for the further materials as per the same procedure.
- Issuing for the receipt for each and every materials.
- To observe the objects and showing the value details and accurate weight details to the label.

EDUCATION

B.

BACHLOR OF BUSINESS ADMISTRATION (JUNE 2014 - MAY 2017).

Karpagam Academy of Higher Education with GCPA 6.86 percentage.

HIGHER SECONDARY EDUCATION (JULY 2012 - MAR CH 2014).

ST Arulanandhar Higher Secondary school state board with 77 percentage.

DECLARATION

I hereby declared that all the information provided above is true according to my knowledge and belief.