A. Subramanian.

 No:21,G1 ,Shree Venkateswara Nagar,

 Mannivakkam Extension

Chennai-600048, Tamilnadu.

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Objective

Seeking an opportunity to utilize my extensive experience with a company that offers growth and increasing responsibility.

Educational Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Year Of Completion** |
| BCA | University of Madras, Chennai. | State Board | Aug - 2017 |
| HSC | St.Xaviers Higher Secondary School, Tirunelveli. | State Board | March - 2010 |
| SSLC | St.Xaviers Higher Secondary School, Tirunelveli | State Board | March - 2008 |

Technical Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **Trade** |  **Year** |
| I.T.I | Titan Company Limited (Jew Divn) | JPMW | 2012-2013 |

Experience Summary:

**Current Employment:**

Company Name : **VummidiBangaru jewellersPvt Ltd.,Chennai.**

Duration : Nov 2015 to till date.

Designation : Product Executive - Diamond.

**Previous Employment:**

**July 2012 - June 2013 – :** Act Apprenticeship (JPMW)
Organization: Titan Company Ltd (Tanishq & Goldplus), Hosur

**June 2013 - Dec 2013 – :** Retail Sales Executive
Organization: Nathella Jewellery Pvt Ltd, Chennai

**Dec 2013 - Nov 2015 – :** Customer Order Executive
Organization: Khazana Jewellery Pvt Ltd, Chennai

Exposure:

* Overall Exposure in Outsourcing, Customer Order, Vendor co-ordination, Planning, Inwarding and Dispatch – Plain & Diamond Jewellery.
* OTB & Customized order execution, co-ordination and completion on time.
* Inventory Control – Continuous monitoring on the inventory and controlling the days holding.
* Handling Customer Order Management individually End to End process till it reaches to boutique on time to satisfy and sustain the customers.
* Solving Queries and Clarifications during production.
* Reviewing the Quality of Products & Designs to implement the kind of marketing strategies.
* Regular follow up with the respective concerns to expedite the indent processes.
* Market Analysis and studying trends for planning proper production and sales.
* Assist in improving product quality & interaction with clients to acquiring feedback for analysis.
* Co-ordination with the setup and obtaining the process flow for process simplifications.
* Implementing innovative Ideas in line with all the stages for process simplification.
* MIS activities and Report circulation on time.

Tehchnical Skills

* Computer Basics
* Windows-Xp &Microsoft Word/Excel
* Jewellery Product Knowledge and Bench work Experiences.

Languages Known

* Tamil & English - Proficient
* Telugu - Conversational

Declaration

 I hereby declare that the above mentioned information is correct to best of my knowledge.

**Date:** Yours Truthfully,

**Place :** Chennai.

 [A.SUBRAMANIAN]