

RESUME

Kanakaraj T S

Email ID:- kanakaraj781@gmail.com

Phone: 8105213528

Objective:

I am looking for a career opening where I can bring a high degree of skill, initiative and enthusiasm, and where I can apply my range of technical talents including excellent Interpersonal abilities.

Educational Qualification:

Course	SCHOOL/ COLLEGE	UNIVERSITY/ BOARD
S S L C	Srinivasa High School Bangarpet	KSEEB
PUC	Santhosh PU College Bangarpet	Pre University
ITI	Sri Manjunatha ITI	NCVT Board

Experience:

Working with WRITERS INFORMATION MANAGEMENT SERVICES on rolls of Prajwal enterprises from NOV-2016 Till date .

Supporting roll for Indiabulls project for Document collection

Calling customer for Biometric completion for mobikwik

Handing a team of 20 Tc and computer operators on data management service

Daily follow-up and coordinate with field executives on document pick up and submission.

Preparing MIS on daily basis and Monthly basis for all process.

Knowledge in ASC.

Personal Qualities

- **Fast learning** with ability to learn technologies.
- **Smart Worker**
- **Adaptable to any environment.**

Computer Skills

- ❖ **Basic knowledge in MS Office**

Responsibility Of Work

- **Preparing MIS on Daily and Monthly Basis**
- **Maintain Daily Productivity Report & update to TL And Manager**

Application Knows

For DMS

- Paper port
- Kodak
- D bar-coding

For ASC

- Amazon Seller Central
- Ismart
- Ismart Mobile application(Ola, Capital Float)
- Sales force

Personal Details

Name : *Kanakaraj T S*

Father's name : Srinivas S

Date of birth : 08/04/1995

Sex : Male

Marital status : Single

Nationality : Indian

Languages known : English, Kannada, Telugu & Hindi

Address : Thumatagere (V) Magondhi (P)
Bangarpet (T) Kolar (D) - 563114

Declaration

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

Place:
Date:

Your's Faithfully

(KANAKARAJ T S)