**SRINIVASA.S.T**

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###  Objective

To pursue a challenging career by being associated with progressive organization and by keeping latest trends and apply my knowledge and work dynamically towards the growth of the organization.

### Working Experience

* **Company Name: Just Clean Services (Worked as Canteen Manager 4 Years)**

**Job Responsibilities:**

* Significant understanding of catering and food preparation procedures.
* Strong ability to allocate resources to ensure timely service.
* Proficient in the use of MS Word Excel and related programs.
* Ability to anticipate needs and professionally resolve issues.
* Ability to manage multiple tasks efficiently
* Maintained records of catering fees and ensured that prices were up-to-date
* Prepared and maintained a listing of previous and current catering events.
* **Company Name: National Aerospace Laboratories and U B City Bengaluru (Worked as Supervisor Civil Work 6 Years)**

**Job Responsibilities:**

* Maintaining the staff attendance
* To maintain cost and look for cost saving ways to execute the work
* Should be able to work as a team leader / member, willing to take responsibility, with good interpersonal skills
* And also 1 year experience in IFCAP (All system related work such as letter typing, Maintaining File Movements.

### Academic Excellence

* Diploma in Office Management (One Year course)
* PUC from SIR.M. VISHWESHWARAIAH College, Murgesplaya
* SSLC from Government High School, Shivakote

### Strength

* Hard working & Quick learner
* Dedicated& Punctual
* Accept challenges &Work towards goal
* Optimist & Honest

### Computer Skill

* Basic Computer
* Diploma in office Management

### Personal Information

| Address | 45/51, Near Patelamma Temple1st Main Konnena AgraharaHAL Post, Bengaluru – 560017 |
| --- | --- |
| Father’s Name | Thimmaiah |
| Date of birth | 01/06/1991 |
| Languages known  | Kannada, Telugu, Tamil & English |
| Marital Status | Married |
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### Declaration

Hereby I declare that all the details provided above are true to the best of my knowledge.

**Place:** **Yours Faithfully,**

**Date:** [**SRINIVASA.S. T]**