

# 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. VISHWESHWARAI AH 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 Temple 1 <sup>st</sup> Main Konnena Agrahara HAL Post, Bengaluru – 560017
Father's Name	Thimmaiah
Date of birth	01/06/1991
Languages known	Kannada, Telugu, Tamil & English
Marital Status	Married

### 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]