**RESUME**

**E. BALAJI**  No.119, Jagajeevanram Street,

Mobile:9786959392 . Tirur and Post,

Mail ID [mebalajiem@gmail.com](mailto:mebalajiem@gmail.com) Thiruvallur (Taluk and District),

Pin Code – 602 025. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**CARRIER OBJECTIVE:**

Seeking a job to be part of a creative team where by my acquired skills and knowledge are put into use to improve the organization.

**EDUCATIONAL QUALIFICATIONS:**

* (B.Sc Maths) from D.R.B.C.C.C. Hindu College, Pattabiram - 1990 to 1993
* HSC from Adi Dravidar Higher Secondary School, Sevvapet - 1987 to 1989
* SSLC from Adi Dravidar Higher Secondary School, Sevvapet - 1987

**TECHNICAL QUALIFICATIONS:**

**COMPUTER -** Diploma In Data Entry Operator from Tamil Nadu Advanced

Technical Training Institute, Thiruvallur – 1998

* Hardware & Networking for Indian Institute of Computer Education , Porur - 2005

**TYPEWRITING** – English – Junior Grade & Senior Grade

* Tamil – Junior Grade & Senior Grade

**WORKING EXPERIENCE**

**HOTEL PANDIAN, EGMORE – LINEN SUPERVISOR APR’1995 to MAR’1998.**

**V. S. DHANDAPANI & CO., PORUR (I.T.C. Distributor) - Nov’2000 to Mar’2013.**

* **Data Entry Operator – Nov’2000 to 2002.**
* **Cash Handling – 2002 to 2004.**
* **Billing Operator – 2004 to 2008.**
* **Billing Operator & Store Incharge - 2008 to 2011.**
* **Branch Incharge & petticash Handling – 2011 to Mar’2013.**

**M M SILKS , THIRUVALLUR - Store Incharge & Purchase Entry - May 2017 to Mar 2020**

**PERSONAL PROFILE**

Name : E. Balaji

Father’s Name : M. Ethirajan

Date of Birth & Age : 15.03.1972 & 48 Years

Gender : Male

Nationality : Indian

Language Known : English and Tamil (Read and Write)

Permanent Address : No.119, Jagajeevanram Street,

Tirur and Post,

Thiruvallur (Taluk and District),

Pin Code – 602 025.

**DECLARATION**

I here by declare that the above furnished details are true to the best of my knowledge and belief.

Signature

Place : TIRUR

Date :

**(E. BALAJI)**