

# RESUME

**Bala Suresh**

BS19950219@gmail.com

+971 50 523 8948

ABUDHABI



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## Career Objective:

To pursue a highly challenging career in the industry and work closely with a team of highly experienced professionals so as to enable myself to grow along with the firm.

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## Academic Qualification:

**BE (Electronic Communication Engineer)**, August 2012-2016

Udaya School of Engineering, Udaya nagar, Vellamodi Junction, 629204

- Bachelor of Engineering in Electronics Communication, 4 major subject on electronics – 4 year full time
- CGPA :7.44(up to eight semester)

**HIGHER SECONDARY SCHOOL**, March 2012

LMPC HSS Puthalam, 629602

- Higher secondary certificate, major subject on Math and Biology
- Percentage : 69.75

**SECONDARY SCHOOL**, March 2010

GOVT HS Tengamputhooor, 629602

- Secondary School leaving certificate, major certificate on Math and Science
  - Percentage : 84.6
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## Working experience:

**FISHING NET MANUFACTURING PVT (2017-2022)**

Nagercoil

**GROCERY SHOP (2022-2024)**

Kottar

- Develop and implement a preventative maintenance plan to ensure the smooth operation of all machineries
- Supervise and schedule maintenance technicians, ensuring all tasks are completed efficiently and on time
- Maintain accurate records of maintenance and repair activities
- Coordinate with vendors for the Quotation of materials
- Clerical and administrative support to the executives
- Preparation of invoice in chirix software

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#### **Skills:**

- Microsoft office word, Microsoft office excel, Microsoft office power point
- Internet Browsing
- Windows 7/8/10/XP

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#### **Personal Profile:**

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|------------------------|-----------------------|
| • Name                 | <b>Bala Suresh</b>    |
| • Husband Name         | <b>Suresh</b>         |
| • Gender               | <b>Female</b>         |
| • Qualification        | <b>BE</b>             |
| • Nationality          | <b>Indian</b>         |
| • Country of Residence | <b>India</b>          |
| • Age                  | <b>29 Years</b>       |
| • Marital Status       | <b>Married</b>        |
| • Languages known      | <b>Tamil, English</b> |
| • Passport Number      | <b>R7225635</b>       |
| • Passport Expiry      | <b>03/01/2028</b>     |

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#### **Declaration:**

I hereby declare that the above written particulars are true to the best of knowledge and brief.

Date:  
Place:

Signature  
M.Bala