**RESUME**

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**TONY.G**

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**AJMAN,UAE**

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# **OBJECTIVE: -**

Aspire to join a reputed company to perform my best abilities.I intend to take up a challenging career where in which will be showcased and help me to work towards goals of the company.

Have around 4 years of experience in bakery industry working as Packing, Dispatching,Dateprinting & Expiryitems checking.

**JOB RESPONSIBILITIES:**

* **Received work orders and tenders from superiors and dispatched them to personnel.**
* **Maintained continuous communication channels with supervisors and workers to sort their work related issues and doubts.**
* **Estimated workforce requirement and equipment needed to complete particular projects.**
* **Assessed requirements of personnel regarding equipment, made arrangements for same and dispatched them.**
* **Date wise date printing on required quantity of covers.**
* **Monitoring and typing expired item in Tab and providing printouts to salesman wise.**
* **Documented records for dispatches including equipment used and charges incurred to be added to the management budget.**

**Software Knowledge:**

**MS Word,Excel,Power Point,MS Outlook,Computer Hardware**

**DETAILS OF THE ORGANIZATION WORKED**

|  |  |
| --- | --- |
| Organization | MALABAR BAKERY LLC,AJMAN,UAE |
| Domain | Food industry |
| Duration | August 2021 to May 2023 |
| Roles | **Dispatching,Dateprinting,Expiry items checking,Packing** |

**DETAILS OF THE ORGANIZATION WORKED**

|  |  |
| --- | --- |
| Organization | NEW GOLDEN FORK BAKERY LLC,AJMAN,UAE |
| Domain | Food industry |
| Duration | June 2019 to April 2021 |
| Roles | **Dispatching,Dateprinting,Expiry items checking,Packing** |

**EDUCATIONAL QUALIFICATION:**

* DCT (Diploma in Computer Technology), **NMS Kamaraj Polytechnic Nagercoil**, **Directorate of Technical Education,** 1998 – 2001.
* SSLC (Secondary School Leaving Certificate) **St. Aloysius H.S.S Marthandanthurai**, State Board, 1998.

 **PERSONAL DETAILS:**

 Present Status : Visit Visa in UAE

 Passport No : N0862868

 Date of Birth : 26.05.1983

 Nationality : Indian

 Marital status : Married

 Language : English, Tamil & Malayalam

 Permanent Address : Vallavilai,K.K Dist, Tamil Nadu,India , 629160.

**DECLARATION:**I hereby declare that the above details are true to the best of my knowledge.