SWARAJ R

- ✓ 7907578117,7034277141
- ✓ swarajrajendran93@gmail.com
- ✓ Muthukulam, Alappuzha, Kerala

OBJECTIVES

TO BE PART OF A DYNAMIC ORGANIZATION BY PUTTING IN THE BEST OF MY KNOWLEDGE AND ABILITY ALL THAT I DO, AND TO MAKE MY PRESENCE FELT IN COMPETITIVE WORKING HENCE ADD VALUE TO THE COMPANY AND MYSELF.

PERSONAL DETAILS

Father`s Name	:	Rajendran K
Mother`s Name	:	Saraswathy G
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Date of Birth	:	05/02/1993
Address	:	Rajbhavanam Muthukulam
	:	South PO, Alappuzha, Kerala-690506

EDUCATIONAL QUALIFICATION

QUALIFICATION	INSTITUTION	BOARD/UNNIVERSITY	YEAR
SSLC	Samajam HSS	Kerala Board of Exam	2009
PLUS TWO	Samajam HSS	Kerala Higher Secondary Education	2009-2011
B. COM	Apollo arts and Science College	Madras University	2011-2014

PROFESSIONAL EXPERIENCE

COMPANY	ROLL	PLACE	BRANCH	YEAR
Delight Roots	Office Assistant	KAYAMKULAM	KAYAMKUL	2022-2025

DUTIES AND RESPOSIBILITIES

- ❖ Assist with photocopying, scanning, filing, and basic clerical tasks.
- ❖ Ensure office supplies, pantry items, and cleaning materials are stocked and inform the supervisor when replenishment is needed.
- ❖ Help set up meeting rooms and assist staff with general support tasks.
- ❖ Follow any additional tasks or errands assigned by the supervisor or management.
- ❖ Handle incoming and outgoing mail, documents, and small parcels; deliver or collect as needed.
- ❖ Coordinate outgoing courier services.
- ❖ Assist staff with minor administrative tasks as requested.
- ❖ Provide support during office events or functions.

LANGUAGES

1. **ENGLISH** **(Read, Write, Speak)**
2. **MALAYALAM** **(Native Level)**

KEY SKILLS

Proficient or familiar with a vast area of management tool, concepts and technologies including.

1. **M S OFFICE**
2. **TALLY ERP**
3. **WORD**
4. **EXCEL**
5. **SALES FORCE**
6. **ONE APLICATION**

PASSPORT DETAILS

R1470036

18/07/2017 – 17/07/2027

REFFERANCE

Available up to request.

DECLARATION

I do hereby declare by that above statements to the best of my knowledge and belief

PLACE :   **SIGNATURE**

DATE   :   /   /