
V.JAYAKUMAR



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Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting. I seek challenging opportunities where I can fully use my skills for the success of the organisation

Experience

- SKM GROUPS INDIA** 2019 march - September 2023
OFFICE ASSISTANT
 - ¶ As a office assistant my duties are maintaining cleanliness of the office premises and all common areas ¶ preparing hot and cold beverages to Managing Director,CEO And VP with proper serving etiquette ¶ coffee,tea making by machine and manual, refilling and cleaning of coffee machine,juicers and others ¶Preparing and serving beverages to all staffs and visitors. ¶prepare and dispatch recieved request of issuing materials.¶ to perform clerical works in the office likephotocopy,scanning,filing and other works.¶ Incharge of maintenance and electrical maintenance of the office and office vehicles.¶ Front desk management, diverting calls,mails and couriers to appropriate staffs.¶ other outside works as assigned by management.¶ making travel arrangements,tickets booking and other arrangements. ¶ office re-setup and conference room arrangements
 - Karthikeya Exports private limited** 2001 - 2019 February
Operations supervisor
 - Hard work never fails-Started my new career in this company as a Production and Technical Supervisor Started my fresh career with lots of pressure,result oriented in the Main unit.With my efforts,time management skills,Fresh ideas along with my colleagues efforts we fastly improved the Quality and production of the company.Due to team work of our staffs our company got new orders outside India too and ranked one of the best exporter
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Skills

Fast Learner & Multi tasker Ms office,excel

Time management, reliable and trustworthy Customer friendly and relationships

Team player and professionalism

Personal Details

- Date of Birth : 17/11/1982
- Marital Status : MARRIED
- Nationality : INDIAN
- Religion : HINDU
- Gender : MALE
- Driving Licence : INDIAN-LM.NON TRANSPORT
- Place : COIMBATORE
- Visa status : April 7/2024

Languages

- ENGLISH -Speak & Write
- TAMIL-Speak & Write
- TELUGU -Speak
- HINDI -Manageable

Education

- **SRI RAMAKRISHNA COLLEGE** 2001
DIPLOMA IN TEXTILE TECHNOLOGY
FIRST CLASS
- **SRI GOPAL NAIDU HIGHER SECONDARY SCHOOL** 1998
HIGHER SECONDARY
FIRSTCLASS

Projects

- **QUALITY MANAGEMENT**
Guided team members to improve the Quality which is competitive with worlds best companies.Resulted to get continuous order for two years for the company

Interests

- Former Athlete
- Cricket and football school and college captain

Activities

- Social reforms activities like planting trees,cleaning water ways
- BLOOD DONOR

Reference

- **Revathi Jayakumar - Emirates hospital -jumeirah**
Ct and Mri technician