

Sarada Gayathri

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9, Kamarajar 1st street, Manikandan nagar, Villapuram, Madurai, India

M.Sc.,B.Ed.,(Computer Science)

Inventory Executive -

Zamco Foods

Foods

# WORK EXPERIENCE

## LOGISTICS ASSISTANT

T.Choithram & Son’s L.L.C., Dubai

*11/2015 - 06/2018*, ***Dubai-United Arab Emirates***

*The fast-moving consumer goods (FMCG) industry or consumer packaged goods (CPG) industry is mainly responsible for producing, distributing and marketing fast-moving consumer goods*

*Achievements/Tasks*

Hands on experience in monitoring order cycles and supply requisitions. Check invoices against service requests and verify invoices. Process logistics requests from various management sources

## Computer Science Teacher

APMS CBSE SCHOOL

*06/2013 - 02/2015*, Rajapalayam

# EDUCATION

## B.Ed

P.S.R College of Education

*06/2012 - 05/2013*, *Sivakasi*

*Courses*

Computer Science

## M.Sc

Thiagaraja Arts and Science College,Madurai

*06/2010 - 04/2012*, *Madurai*

*Courses*

Computer Science

## B.Sc

N.M.S.S.V.N Arts and Science College,Madurai

*06/2007 - 04/2010*, *Madurai*

*Courses*

Computer Science

# SKILLS

MS Excel:

VLOOKUP

Pivot Table

Hyperlink

ERP SAP

HTML

.NET

MS Package

# PERSONAL PROJECTS

GAS AGENCY CUSTOMER MAINTENANCE

(10/2009 - 03/2010)

HARDWARE TRACKING SYSTEM (10/2011 - 03/2012)

* **TVS Sri Chakra Ltd, Madurai**

# ACHIEVEMENTS

Presented paper titled “Cloud Computing”.

(03/2010 - 04/2010)

* State Level Paper Presentation

Participated workshop on “Emerging Trends in IT”.

(03/2012 - 04/2012)

* National Level Workshop

# LANGUAGES

|  |  |
| --- | --- |
| English  *Full Professional Proficiency* | Tamil  *Full Professional Proficiency* |
| Malayalam  *Professional Working Proficiency* | Hindi  *Professional Working Proficiency* |

# INTERESTS

Net Surfing

Social Media

Reading Books