

Samiraja Maharaja,BCA,MBA

Objective

To associate with an innovative and vibrant organization that allows me to put my competencies to the best use, contribute to my overall growth as an individual and to add value to the organization.

Dedication, Workaholic, adaptability, innovative thinking
And eager to learn new things.



Educational Qualification

- **MBA** - SRM university Chennai (2013) – 73%
- **BCA** - Srinivasan College of Arts & Science, Perambalur. (2011) – 65.5%
- **H.S.C** -Thanthai Hans Roever boys Hr.Sec. School Perambalur (2008) – 54%
- **S.S.L.C** -Muthamizhal Hr. Sec. School, periyeri, salem (2006) – 66 %

Professional Experience – 7 Years

Previous Organization : SCHATZ enterprises PVT LTD
Designation : Relationship manager
Work from : 2019 to 2022

Previous Organization : SAIFEE SHIP CHANDLERS LLC, (FUJAIRAH PORT)
Designation : Logistics & Operations executive
Work from : March 2016 to March 2018

ROLE RESPONSIBILITIES

Checking vessel ETA, ETC, ETD & loading time by checking E-mails and contacts with agents

- Coordinates with sales team & agent for delivery of provision / store to vessel`s
- Planning & controlling
- Agent & Owner operator management
- Delivery stores to service boat on time
- Transportation / ware house/ materials handling
- Document handling loading list, landing material , cash , invoice & delivery note
- Clear customs for spares parts
- Hiring supply boat for supply stores to vessel`s

Previous Experience- 1 year 08 months

- **Previous Organization** : SHAREKHAN Ltd, Chennai, India.
- **Designation** : Sales executive
- **Working from** : April 2013 to August 2014.

ROLE RESPONSIBILITIES

- Carry on in person verification of the clients.
- Scrutinize clients account opening forms.
- Verify various documents submitted by the clients with the original.
- Pass on the forms to our superiors for further processing
- Identified prospective customers using lead generating methods and performing an average of 60 cold calls per day.
- In general comply with the exchange/ sebi regulations and guidelines/ instructions issued by us from time to time

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Certification Courses

“Diploma in Unix & C (DUC)” Duration: 4 Months(Course coverage UNIX, C, C++)

“Computer Hardware Maintenance” Duration: 3 Months

- What's inside your computer? How does it inter-relate?
- Installations of operating systems & configuring PC network
- Installation of service packs, applications such as MS Office, MS Outlook, Anti-virus software, Seagull CBT's etc.
- Trouble shooting of Windows XP & MS Office
- Computer network and how to configure?
- Networking hardware and cabling
- Sharing and managing networked components
- Diagnosis and repair

Technical & Management Skills

- **Operating system** : Windows vista,(7, 8)
- **Software packages** : Microsoft Office, C,C++, java, visual basic, .Net
- **FX trader**, Meta4platform, meta5platform
- Computer Hardware maintenance
- Goal-oriented
- Strong lead development skills
- Supporting international sales team
- Multi-task Management
- Maintaining a Professional Relationship

Achievements

- Got “RAJYA PURASUKAR” Award on 28th April 2006 as a ”SCOUT”
- Won 2nd prize in Salem District Level Volley Ball match in 2006.
- Won 1st prize in Ball Badminton on 2009in Intramural Tournament Perambalur.
- Won 2nd prize in volley ball on 2009 in Intramural Tournament perambalur.
- Won 1st prize in Ball Badminton on 2010 in Intramural Tournament Perambalur.
- Won 2nd Prize in volley ball on 2010in Intramural Tournament Perambalur.

Personal Profile

Father Name	:Maharaja.T	Nationality	:Indian
Date of Birth	: 24 th August 1990	Languages Known	: Tamil / English / Malayalam
Gender	: Male	Address	: 1/104, north street, pennakonam, perambalur , Tamilnadu

Declaration

I hereby declare that the above details are true to the best of my knowledge and belief.

Place: UAE
Date :

Yours Sincerely,
(SAMIRAJA.M)