

RESUME

SAKKARAPANI SANKAR



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Contact No: +91 9659582977/ +65 84173665

OBJECTIVE:

To work hard with full determination and dedication to achieve organizational as well as personal goals.

EDUCATIONAL QUALIFICATION:

Qualification	Board	Institution	Year of passing	Percentage/CGPA
Bachelor of Information Technology	Anna University	Sona College of Technology, Salem.	2011-2015	79.5%
HSC	State Board	A.K.T Higher Secondary School, Kallakurichi.	2010-2011	96.25%
SSLC	State Board	A.K.T Higher Secondary School, Kallakurichi.	2008-2009	96.2%

EXPERIENCE:

- Admin (2017-2018).

Chordia Benefit Fund Pvt Ltd, Ulundurpet, Tamilnadu

Completed daily accounting tasks including tracking funds, preparing deposits and compiled general ledger entries on short schedule with 100% accuracy.

- **Marketing Research Analyst (2018-2022).**
Hyperspace Techno, Bangalore, Karnataka
Lead generation, it will be helpful for marketing-oriented company to explore their product/service to genuine person into all over industry.
- **Admin (2022-2023).**
LIC Premium Portal Point, Ulundurpet, Tamilnadu
Monitoring daily progress.
Explain the current term & plan to policy holder.
Maintain daily ledger.
Responsible to attend calls & Customer enquiries.
- **Management(March – May 2023)**
Al Ahmed Delights Pte Ltd, Singapore 760291.
Billing Collection.
Cash handling.
Responsible to daily progress.
- **IT Admin, Safety Officer(From May 2023).**
Jing Yen Enterprise Pte Ltd, Singapore 575706
Roles & Responsibility
Site Safety Officer.
Monitoring work progress.
Maintain daily expenses.

SKILLS:

- IT Admin
- MS Office
- Database
- Operating System
- Safety Officer

STRENGTH:

- Quick learner and also listener.
- Easily adaptable to any kind of work condition & co-workers.

PERSONAL INFORMATION:**Native Location :**

Father's Name : T.Sakkarapani
Gender : Male
Nationality : Indian
Date of Birth : 29.11.1991
Status : Married
Languages known : Tamil, English
Address : 1/26 North Street, Moolasamuthiram (PO),
Ulundurpet (TK), Kallakurichi (DT), Tamilnadu,
India- 606107.

Current Location :

33 Jalan Bahagia
Whampoa Garden
#03-270
Singapore 320033

Contact : 65 84173665

DECLARATION:

I hereby confirm that the information given above is true to the best of my knowledge and belief.

Date :

Place :

(SANKAR.S)