



Chandra Sekar Palanisamy

Administrator
at sree labels

Location: Abu Dhabi, United Arab Emirates
Education : Bachelor's degree, Administration And
B
Experience: 8 Years, 4 Months

CONTACT

Location: Abu Dhabi, United Arab Emirates
Name: Chandra Sekar palanisamy
Mobile Phone: +971.564740571
Country: Abu Dhabi, United Arab Emirates
Email Address: royalchandra1990@gmail.com

TARGET JOB

Target Job Title: Administration Officer

Career Level: Mid-Career

Target Job Location: UAE

Career Objective: Team work

Attendance

Shift management patty

cash handling Etc.

Employment Type: Full Time Employee

Notice Period: Immediately

PERSONAL INFORMATION

Date of Birth 27 August 1991 (Age: 30)

Gender Male

Nationality India

Residence Country Abu Dhabi, United Arab Emirates

Visa Status Visit Visa

Marital Status Single

Number of Dependents

Driving Licence Issued From India

EXPERIENCE (8 YEARS, 4 MONTHS)

December 2019 - January 2022

Administrator

at sree labels

Location: Tiruppur, India

Company Industry: Administration Support Services

Job Role: Management

Planing and organicing for
maintenance cash
handling data
analysis time
management shift
change
attandance
payroll ect..

Achivement

promote to next level of our organization
expend customer

November 2014 - November 2019

Merchandiser

At Sri Sowbarnika Tex

Location: Tiruppur, India

Company Industry: Job

Role: Manufacturing

Costing and communicate with buyers, suppliers, stores, and distributors production
planning T and A chart purchase raw material ect..

October 2013 - November 2014

Data Entry Operator

at Wipro Limited

Location: Chennai, India

Company Industry: Business Process Outsourcing (BPO) **Job Role:**

Medical, Healthcare, and Nursing

Mediclaime process based on UK

EDUCATION

Bachelor's Degree, Administration and Business Administration

At Barathiyar University

Location: Coimbatore, India

August 2013 **Grade:** 20 out of 20 courses:

Bachelor of Business Management

High school or equivalent, arts and sciences

at Finished high school

Location: Tiruppur, India

May 2010

Grade: 10 out of 20

Finished higher studies

SKILLS

Typing

Level: (Expert)

Mail communication

Level: (Expert)

Office Administration

Level: (Expert)

Office Management

Level: (Expert)

Cash Handling

Level: (Expert)

Team work

Level: (Expert)

office work

Level: (Expert)

time management

Level: (Expert)

operation

Level: (Expert)

mail

Level: (Expert)

LANGUAGES

English

Level: (Expert) | **Experience:** More than 10 years

Tamil

Level: (Expert) | **Experience:** More than 10 years

Malayalam

Level: (Beginner) | **Experience:** More than 10 years

kishen

Job Title: Ground operation executive.

Company Name: royaljet

Phone Number: +971.522993000

Email Address: kishenmuralidharan27@gmail.com

Hindi

Level: (Beginner) | **Experience:** More than 10 years

REFERENCES

TRAINING AND CERTIFICATIONS

BBM (Certificate)

Issued in: August 2013

HOBBIES AND INTERESTS

Reading books, Hearing Music, Watch Movies and Playing games.

I like to play braingames every day and won every segment.