

CURRICULUM VITAE



S. DALTON HARRIS MICHAEL

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OBJECTIVE:

To pursue a challenging career in invigorating work environment and serve the organization with the best of my knowledge, abilities and exposures in the academic field.

EDUCATIONAL QUALIFICATION :

Qualification / Board	School / University	Year
B.C.A. (Computer Applications)	Bishop Heber College (Autonomous), Trichy-17	2016-2019
HSC/ Tamil Nadu State Board	Ebenezer Matric Hr. Sec. School, Korattur, Chennai.	2014-2016
SSLC/ Tamil Nadu State Board	Ebenezer matric Hr. Sec. School. Korattur, Chennai.	2013-2014

WORK EXPERIENCE :

- Worked as Live Reefer Container Remote Monitoring Executive in DP World (Project Name - Live Reefer Monitoring and Plug in Plug Out in DP World Container Terminal -1,2,3) under MEPSERVE FZCO, JAFZA, from the period of Jan 01, 2020 to 12th June 2021.
- Worked at e-soft IT solution, Trichy, India as Admin and Client Coordinator from June 2017 to April 2019.

RESPONSIBILITIES :

- Live Reefer monitoring in Remote TOS by OPUS & ZODIAC; To communicate and follow-up with reefer, planner, yard foreman's, HSE and yard technicians team to provide smooth port operation;
- Reporting reefer malfunction to concern department on periodic monitoring cycle without any delays and failure;
- Identifying and reporting any visible damage and / or faults to the Controller;
- Develop and manage a centralized database to track documented organizational project status and schedule follow up meetings.
- Provides general office and secretarial support to the Senior Executive, including Typing, transcription, Email, Telephonic correspondence and file maintenance.
- Build and maintain strong working relationships with associates, project teams, leaders and vendors involved with multiple departments within the organization.

GENERAL SKILLS :

- MS Office
- Microsoft Outlook
- Data Entry
- Administrative Skills
- Sales & Client Coordination
- Document Controller
- Customer service
- Phone Etiquette

PERSONAL QUALITIES :

- Excellent communication skills.
- Hardworking.
- Positive attitude.
- Excellent team player.

PERSONAL DETAILS :

Name	:	S. Dalton Harris Michael
Date of Birth	:	09.06.1998
Age	:	23years
Marital Status	:	Single
Gender	:	Male
Nationality	:	Indian
Languages known	:	Tamil, English & French
Visa Status	:	Visit Visa

DECLARATION:

This is to state that all details mentioned above are authentic to the best of my knowledge and belief.

Place : Dubai

Yours faithfully,

(S. Dalton Harris Michael)