<u>RESUME</u>

NANDHU KM

DATA CONTROLLER / CUSTOMERS SERVICE ADVISOR

EMAIL: nandhu.krishnamana@outlook.com
Contact Number: 0547011242
Visa status..   Visit

CAREER OBJECTIVE

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of thecompany and at the same time my individual growth

STRENGTH

Excellent communication skills

RESPONSIBILITY

- **Develop Photocopies / Binding and transmitting of documents as part of client's submission**
- **Good working knowledge of Office software (Word, Excel, PowerPoint, etc..) and a good level of computer literacy**
- **Develop and maintain document control processes for the efficient management and recording all documentations**
- **Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors**

- **Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies of drawings**
- **Scheduling**
- **Recording, checking and tracking all incoming and outgoing project documents**
- **Client Needs Assessment**
- **Customer Complaint Resolution**
- **Invoice Processing**
- **Resolving Shipping and Delivery Problems**

ACADEMIC QUALIFICATION

B.Tech Mechanical Engineering /2016 (CIT-PONDICHERRY)

+2   /2012   (PUTHUR.GOV.VHSS,VADAKARA)

10 CBSE /2010 (SREE GOKULAM PUBLIC SCHOOL,VADAKARA)

WORK EXPERIENCE

CUSTOMER SERVICE ADVISOR /Data Controller (MARUTI SUZUKI, MADAPALLY)

Customer Service Executives (Serco<Aircel>Pondicherry)

SOFTWARE

Microsoft Word

Excel

PowerPoint

Photoshop

AutoCAD

Ansys

PERSONAL DETAILS

DOB: 10-10-1991

Languages known: English, Malayalam, Tamil, Hindi

Hobbies: Travelling, DRAWING

PERSONAL ADDRESS

Aliyya tower(1702)

Al Nadha

DECLARATION

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

Place:Al Nahda

Date:26 October 2020

NANDHU.KM