

CURRICULUM VITAE

NANDHAKUMAR MUTHU

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OBJECTIVE

To obtain a challenging position in forward looking companies for utilizing any skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative, learning and contributing towards the success of the company.

SKILLS

- Good planning implementation abilities
- Concise, clear verbal and written communication skills
- Demonstrates ability to interact with co-workers in a variety of situations and maintains a calm demeanour in a stressful environment
- Ability to read and interpret documents
- Motivated and positive attitude holder
- Team learning and comparative with staff
- Good character and always punctual

COMPUTER SKILLS

- MS Word
- MS Excel
- Basic computer knowledge

EDUCATION QUALIFICATION

- Post-Graduation in Master of Computer Science (**MSc**)
- Graduation in Bachelor of Computer Application (**BCA**)

EXPERIENCE

- Worked as an office boy in India bulls at Deira city centre.

- Duties and responsibilities: File management, Customer management, answering phone calls, Office maintenance & cleaning and carried out other works assigned by the manager.

PERSONAL PROFILE

Fathers Name : Muthu
Date of birth : 12.11.1996
Sex : Male
Marital status : Single
Nationality : Indian

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam
- Telugu

PASSPORT DETAILS

Passport No : S9524102
Date of Issue : 17.12.2018
Date of Expire : 16.12.2028

I hereby certify that the above-mentioned statement is correct & true to the best of my knowledge and belief. If assure that I would perform to the best of my abilities, eagerly awaiting a positive response

NANDHAKUMAR MUTHU