**M.Muthu Saravanan (Sharan)**   **262,Vallalar street,**

Email:sharan29itpark@gmail.com Hindu college road,

Phone No: - 9025633454 Ramanputhoor, Nagercoil,

 Kanyakumari dist,

 Tamilnadu,

 India. Pin – 629002

**Working Experience**

Company : *Insigmainc Private Ltd, Nagercoil.*

Designation : Data Process Associate

Duration : FEB2021 – MAR2023

Company : *Jeezer Info Tech, Nagercoil.*

Designation : Data Process Analysts – Entry Level

Duration : APRIL2016 – MAY2017

Company : *Auro Power System,Chennai.*

Designation : Store maintenances as well as Senior Engineer – Customer support

Duration : OCT2015 – MARCH2016

Company : *Numeric Power System PVT LTD, Nagpur and Raipur.*

Designation : PCB engineer – Customer support and store maintenances

Duration : OCT 2014 – SEP2015

Company : *Emerson Industrial Automation* *Control Techniques PVT LTD, Chennai.*

Designation : Customer Technical Support Service Engg.

Duration : JUNE2011 – APRIL2012.

Company : *Numeric Power System PVT LTD, Goa.*

Designation : PCB engineer – Customer support and store maintenances

Duration : JUNE2007 – AUGUST2010

***Numeric Power System PVT LTD, Goa.***

* Solving critical & complicated problem.
* Preparing the stock statement of hard copy & soft copy as month basis.
* Maintained store products using SAP software and MS Excel.
* Reducing stock from store which was monitoring and request for reduced quantity through mail.
* Delivering stock to internal and external purposes which needed with proper records.
* Coordinate with employees related to stock maintenance as per there required
* Issue related queries are consider and share with colleagues, team to solve the problem.
* All kind of store related was maintained.
* Had communicate with venders if stock product was not in out store records.

***Emerson Industrial Automation* *Control Techniques PVT LTD, Chennai.***

* Worked in the **AC & DC Drives** includes Old and new variants.

***Auro Power System,Chennai***

* Maintaining service stock and sales stock related materials.
* Dispatching materials to our area offices.
* Delivering stock to internal and external purposes which needed with proper records.

***Jezeer Info Tech,Nagercoil.***

* Worked in US Medical Healthcare Process
* Data Entry in CRM(Customer Relationship Management)
* Data Entry in Rendering scanned copies of handwritten bills into digital data
* Payroll Book keeping process
* Loan survey process
* Medical survey process
* Numerical sheet process
* Purchase order financing process
* Account information process
* Service and support data process
* Shipping and fulfillment dates process

***Insigmainc Private Ltd,Nagercoil.***

* Data Entry in CRM(Customer Relationship Management)
* Worked in Portal VisionIOT, eBest, Planogram portal
* All Beverage, non-beverage Product based Data process work
* Handled In MR Project, VA Project, Planogram Project, Platform POP Project
* Task based job for productivity and quality.
* Worked for International clients Malaysia, Thailand, Indonesia, USA, Brazil, Pakistan
* Currently working on international MR projects.

**Computer**

**Proficiency**

 **1. Operating System:**  MS DOS, Windows /XP/Windows 7/Windows10

 **2. Software & Packages:** Microsoft Office latest version,HTML, CSS, JAVA script C,C++,windows7,Antiviruses

**Professional Qualification:**

 2003 – 2006 - DIPLOMA in Electronics and Communication Engg complete with first class as full time.

(Department of technical education, Government of Tamilnadu, Government of India**)**

 N.M.S.K Polytechnic of college, nagercoil

**Personal Information:**

Date of Birth **:** 29 Nov, 1984.

Nationality **:** Indian.

Religion **:** Hindu.

Marital status **:** Married.

Language Known **:** English, Tamil, Malayalam, Hindi.

Father Name **:** Murugesan.K

Passport Number **:** N4349605.

Mobile No **:** 9025633454

Address for Present communication **:** 262, Vallalar street,

 Hindu college road,

 Ramanputhoor,

 Nagercoil,

 Kanyakumari dist,

 Tamilnadu,

 India,pin – 629002.

**Declaration:**

I affirm that the information given in this application is true and correct to the best of my knowledge.

Place : Nagercoil, Kanyakumari, Tamilnadu Muthu Saravanan M