CURRICULUM VITAE



T.P. RAJAN

THEKKEPURAKKAL HOUSE

EZHUR ROAD

TIRUR 676 101

MALAPPURAM (Dt)

KERALA-S INDIA

**PERSONAL PROFILES**

AGE & DATE OF BIRTH : 32      04-04-1978

SEX : MALE

RELIGION & CASTE : HINDU        VISWAKARMA

FATHER’S NAME : T.P. RAMANKUTTY

MOTHER’S NAME : T.P. NARAYANI

MOTHER TOUNGH : MALAYALAM

NATIONALITY : INDIAN

PASSPORT NO. : A2896311

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CONTACT No. : 95 44 08 86 90

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| --- | --- | --- | --- |
| **LANGUAGES KNOWN** | **READ** | **WRITE** | **SPEAK** |
| ENGLISH | YES | YES | YES |
| HINDI | YES | NO | YES |
| MALAYALAM | YES | YES | YES |

#### SKILLS

### Speed and Accurate Data Entry Operation

* Team Leading Quality as Professional Way.

### Sales Experience as Professional Way.

**EXPERIENCES**

* THREE years Worked as a Computer Faculty cum Data Entry Operator in UNICS College of Engineering Kallai Road Calicut.
* TWO years Worked as a Sales Executive and Team Leader for MALAYALA MANORAMA’S Home appliances Section, Named MR.BUTLER’S Sodamaker Cochin.
* TWO years Worked as a Computer Faculty for AKSHAYA Project in MALAPPURAM District.
* TWO and Half years Worked as a Finance Advisor in ICICI Bank Tirur, Malappuram (Dt) KERALA.
* TWO and Half Years Worked as a Regional coordinator for MARUTI INSURANCE in INDUS MOTORS Calicut.
* ONE year Worked as a Sales Consultant for TATA Motors Perinthalmanna.
* From February 2010 I am working as a TEAM LEADER in POPULAR VEHICLES AND SERVICES LTD.

**QUALIFICATIONS**

## ACADEMICAL QUALIFICATIONS

* S.S.L.C  (Secondary School Leaving Certificate)
* P.D.C  (Pre-Degree Course)
* B.A History  (Degree Course)

## TECHNICAL QUALIFICATIONS

* TYPEWRITING ENGLISH (Lower)
* DP & CS (Data Preparation and Computer Software) NCVT Certified Course.
* OFFICE AUTOMATION from SSM POLYTECHNIC TIRUR
* INTERNET AND Email

## OPERATING SYSTEMS KNOWN

* MS-DOS
* WINDOWS (95, 2000 and all the Latest Versions)

## PACKAGES KNOWN

* MS WORD 2000, MS EXCEL, MS POWERPOINT & MS ACCESS. PHOTOSHOP, PATHRIKA, LOTUS & WORDSTAR

## LANGUAGES KNOWN

* DBASE III PLUS & COBOL

 I hereby declared that the above mentioned details are true in my knowledge.  I am assuring you, if you select me I will do my level best.

 Yours faithfully

TP. RAJAN