**Venkatesan.K**

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| #11/15th, Street, Balaji Nagar                                                         Mobile:  8122970038  Anakaputhur, Chennai-600070.                                               Email: Venshan25@gmail.com |

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| **OBJECTIVE** |

Looking forwarding for a suitable job putting all my knowledge and skills to become a part of a good team with an exciting and challenging career in an organization that provides excellent working environment and opportunities

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| **EDUCATIONAL QUALIFICATION** |

* **Bachelor of Commerce**  (University of Madras)

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| **WORKING EXPERIENCE** |

Organization : **Knowledge works Global Ltd**

Designation : Senior Executive

Role of Responsibilities : Xml QC Checking.

Duration : 2011 Jan to till date

Organization : **Sperogenx Bio Science (p) Ltd**

Designation : Accounts Assistant

Role of Responsibilities : Tally

Duration : 2020 August to till date

Organization : **Vikatan Publishing Solutions (P) Ltd**

Designation : Junior Executive

Role of Responsibilities : Mails & MIS Management

Duration : July 2007– January 2011

Organization : **TNQ Books and Journals (P) Ltd**

Designation  : File Transcription Executive

Role of Responsibilities : Mails & MIS Management

Duration : March 2006-June 2007

Organization : **Volex Interconnect India (P) Ltd**

Designation  : Stores

Role of Responsibilitie : GRN preparation and Materials stock maintenances

Duration : March 2002-May 2004

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| **PERSONAL PROFILE** |

**Name :** Venkatesan. K

**Father’s Name :** Balakumar.K

Permanent Address : No:10,Gattu Street,Ponneri Taluk, Thiruvallur District,

Arani-601101

**Nationality** : Indian

**Date of Birth** : 25th July 1979

Language Known : Tamil, Telugu & English

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| **DECLARATION** |

I here by declare that all the details provided in my curriculum vitae are true to the best of my knowledge. I assure that I will carry out my given duties with at most sincerity

and dedication and strive for the betterment of the esteemed institution.

Your’s sincerely,

Venkatesan.K

Place: Chennai.