**NARAYANAN MANDAKOLATHURVASUDEVAN**

**MALLESWARAM, BANGALORE.**

**MOBILE NO: 9538499560.**

**E-mail: iyer\_rameshmv2003@rediffmail.com**

**OBJECTIVE:** To obtain a challenging job in an organization wherein I can utilize my skills and abilities to achieve professional growth and contribute towards the organization’s goals and success.

**Summary of Skills: …………………… …**

***Applications* :** Microsoft Office (Word, Excel, and PowerPoint).

***Operating Systems* :** Windows 95/98/2000, and DOS.

**Other: *PositiveAttributes*: :** Effective Communication and Leadership Skills

Ability to work under pressure. flexible to adapt to different working conditions. Ability to accept challenging roles & responsibilities. Positive Attitude with strong self- belief, good communication skills and ability to deliver the best.

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Specialization** | **Institute** | **Year** |
| **B.Com** | **Marketing Management** | **Annamalai Open University** | **2012** |
| **S.S.L.C.** | **General** | **Karnataka State Board** | **1995** |

**Annual CTC:3.50.000.**

**Experience:**

**ORGANISATION :** The Coaching Institute

**DESIGNATION :** OFFICE MANAGER

**DURATION :** MAY 2018 to JUL. 2022

**ORGANISATION :** HOME MADE FOOD PRODUCTS

**DESIGNATION :** OWN BUSINESS

**DURATION :** JAN. 2009 toMAR.2018

**ORGANISATION :** SILICON ENTERPRISES

**DESIGNATION :** BRANCH HEAD

**DURATION :** JUL. 2000 to OCT. 2008.

**ORGANISATION :** SACRAMENT SYSTEMS

**DESIGNATION :** Office Assistant

**DURATION :** MAY 1994 to JUN. 2000.

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**Personal Details: …………………… …**

**Nationality :** Indian

**Passport Details :** Valid Passport Available

**Languages Known :** English, Kannada, Tamil and Hindi

**Interests & Hobbies :** Reading books, listening to Carnatic music

**Date of Birth :** 14/06/1980

**References: …………………… …**

Available upon request

**Declaration: …………………… …**

I, NARAYANAN M.V., hereby declare that all the information provided above are true, complete and correct to the best of my knowledge and belief.

**Date:** **Signature:**