

RESUME

Marks Fernandas

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CAREER OBJECTIVE

Seek the position management of Administration and Cash management in a growing firm, bringing solid working knowledge of MS-office software and five years experience providing administrative for senior and executive leaders for the smooth operation of the company.

EDUCATIONAL QUALIFICATIONS

Class/Degree	Month & Year of Passing	Institute/ School/College & Location	Board/ University	Grade %
MBA (HR)	NOVEMBER 2013	BHARATHIYAR UNIVERSITY COIMBATORE.	BHARATHIYAR UNIVERSITY COIMBATORE	55
B. Sc. (Bio-Tech)	APR, 2007	ST.XAVIER`S COLLEGE PALAYAM KOTTAI.	MANONMANIYAM UNIVERSITY	53
XII	MAR,2004	CHRISTHU JYOTHY HR.SEC.SCHOOL PALAYAM KOTTAI.	STATE BOARD	69
X	APR,2002	GOVT.HIGH SCHOOL PULIYARAI.	STATE BOARD	76

Working experience

- **Reliance General Insurance Company Limited as Branch Operations** from Dec 2016 to September 2018 at Madurai Branch.
- **Reliance General Insurance Company Limited, as Branch Operations** from Apr 2014 to Nov 2015 at Madurai Branch.

- **TATA AIG General Insurance Company Limited**, as **Branch Operations Executive** from Nov 2015 to Dec 2016 at Cochin Branch.
- **The Travancore Rubber & Tea Company Limited**, as Assistant Manager at Kuppakayam from 01.10.2020 to till present.

COMPUTER SKILLS

Packages: MS-Office.

Operating Systems: DDTP,DST,DCA

PERSONAL DETAILS:

Name : Marks Fernandas
Father Name : M.Paul Fernandas
DOB : 15-12-1986
Blood Group : "O+" Positive
Marital Status : Married
Sex : Male
Languages known : Tamil, English & Malayalam
Address : No. 451 & 452 Chennappara A Division, Near by Garden Hospital,
Kuppakayam Estate , Mundakayam - 685532.

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and I also assured that I will prove myself the best,

Date :

Yours truly,

Place:

(F.MARKS)