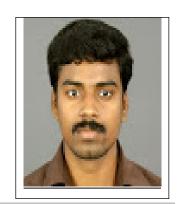
# **RESUME**

Marks Fernandas

Email: marksfernandas@gmail.com

Mobile: 8248127388 / 9688593469

### **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
Х	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)