

Dear Sir/Madam,

With reference to the above matter, I am keen to submit my Curriculum Vitae for your review, and expressing my interest in joining your respective organization in the letter herewith.

I am sure that I will be a valuable asset to your organization as I am career oriented, possess good interpersonal skills and organizational ability. I am also keen to receive formal training and to develop within a successful and dynamic organization such as yours.

I will be most willing to furnish additional information on myself if you need them. Should a situation or need arise where you have to contact me at short notice please feel free to call at **37721242** Thanks for your time and consideration.

I look forward to hearing your response

Thank you

You're sincerely

HARAKRISHNA PS

# **CURRICULUM VITAE**



**HARAKRISHNA PS**

## **CARRIER OBJECTIVE**

I would like to pursue a career with an organization, which has vision, encourages creativity and offers me an opportunity to learn and develop as a professional. I would also like to use and enhance my theoretical and practical knowledge, people management skills and ability to work in groups.

## **EDUCATIONAL QUALIFICATION**

<b>COURSE</b>	<b>UNIVERSITY</b>
<b>B.com</b>	<b>Unigrad Education Centre</b>
<b>Diploma in Computer Applications</b>	<b>Coral Training Institute</b>
<b>Diploma in AUTO CAD</b>	<b>Global institute</b>

## **WORKING EXPERINCE**

- Worked as a promoter and Salesman at Brave
- Worked for STC as a Sales agent
- Marketing for Unigrad Education Centre

## **TECHNICAL SKILLS**

- ✚ Operating Systems
- ✚ Accounting-Trade easy, quick book, Inventory Biz.
- ✚ Ms Office- Word, Power point and Excel
- ✚ Graphic designing Social media promoter

## PERSONAL SKILLS

- ✚ Hardworking, sincere and responsible individual.
- ✚ Reliable, patient and result oriented with a clear vision.
- ✚ A great listener, keen and fast learner.
- ✚ Strong analytical and problem solving skill.
- ✚ Strong interpersonal skills with ability to work as a part of a team.
- ✚ Leading and dealing effectively with people at all levels.
- ✚ Ability to learn quickly and adapt to changing environments.
- ✚ Time Management- Ability to work under tremendous work pressure & meet.
- ✚ With the deadline with ease and efficiency.
- ✚ Having a positive attitude and self-confidence.

## PERSONAL PROFILE

Date of Birth	:	04/09/1999
Marital Status	:	Single
Nationality	:	Indian
CPR No	:	990918491
Languages Known	:	English, Hindi, Malayalam, Tamil
Passport No	:	N5189371
Email id	:	<a href="mailto:Hkps007@gmail.com">mailto:Hkps007@gmail.com</a>
Phone No	:	37721242

## DRIVING LICENSE

Holder of valid Bahrain Driving License

## DECLARATION

I hereby declare that all the above information are true and correct to the best of my knowledge and belief.

Place: Bahrain.