

# RESUME



## **M.PRABAKARAN**

S/o- A. Murugan,  
5/145, Bharathipuram,  
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## **OBJECTIVE**

To be a part of a progressive firm offering opportunity for career advancement and Professional growth and which will help me gain sufficient knowledge.

## **EXPERIENCE**

- Working as **DOCUMENTATION MANAGER** at **CARLOO TEX (P) LTD** from Feb 2022 to till now.
- Working as **DOCUMENTATION IN-CHARGE** at **KAYTEE CORPORATION (P) LTD** from Mar 2017 to Jan 2022.
- Working as **DOCUMENTATION** executive at **GEENA GROUP OF COMPANIES** from Apr 2015 to Mar 2017.
- Had worked in **HR @ NILE STREAM TECHNOLOGIES PRIVATE LIMITED** from Oct 2014 to Mar 2015

## **KEY RESPONSIBILITIES**

- Preparing Entire Export Documentation (Pre-& Post Shipment)
- Preparing Domestic Documents like **Reliance, Arvind, Spencer, India Fashion, Tata-Trend.**
- Preparing Commercial Invoices & Packing List, Certificate of Origin, LC Documents, Payment documents (Banking).
- Tracking of Consignment till reaches to Buyer destination.
- Sending Post Shipment Documents to customer after receipt of BL. Communicating & Follow up with Forwarder for required documentation.
- Preparing DGFT Focus License Documents, AEPC Import Documents and follow the AEPC Import and EPCG Works.

## **HANDLING BUYERS**

- **Wal-Mart**
- **Ernsting's Family**
- **Remei Ag**
- **Kiabi**
- **Adler**
- **RNA**

## EDUCATIONAL PROFILE

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF COMPLETION	PERCENTAGE ( % )
BE	TRICHY ENGINEERING COLLEGE, TRICHY.	ANNA UNIVERSITY, CHENNAI.	2014	7.99 ( CGPA )
HSC	ST.MARY'S HR.SEC.SCHOOL DINDIGUL	STATE BOARD	2010	67
SSLC	GOVT.HIGH.SCHOOL THENNAMPATTY.	STATE BOARD	2008	94

## TECHNICAL PROFILE

Languages : C, C++, .NET  
Package : MS. Office  
Markup Language : HTML, XML

## TRAININGS CERTIFICATIONS

- Has successfully completed the training program requirements of DIPLOMA IN **COMPUTER HARDWARE** and **NETWORKING** from MMS TECHNOLOGY at Trichy.
- Has successfully completed the training program requirements of **.NET** from SYSWAY at Trichy.

## PERSONAL DETAILS

Name : PRABAKARAN.M  
Date of Birth : 01-May-1992  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Tamil (write, read and speak)

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Dindigul  
Date :

Yours Sincerely,  
  
(M.PRABAKARAN)