



Balaji

Assistant Manager

PROFILE SUMMARY

Mechanical engineer with experience in both industries and office administration

EDUCATION

- 1990 BE bangalire univerdity
- 1990 B.Tech/B.E. Bangalore University

WORK EXPERIENCE

- Aug 2023 - Jun 2024 Assistant Manager Ato india ltd all admin activities, marketing activities
- Dec 2022 - Jun 2023 Vendor Management Executive CMR Group of Institutions
- Dec 2021 - Jun 2022 Vendor Management Executive CMR Group of Institutions All admin roles & jobs(admin, stores, purchase, vendor development, ms Word & Excel)
- Dec 2019 - May 2021 Admin executive National public school Job related to handling all admin activities
- Dec 2019 - May 2020 Administration Executive National Public School
- Mar 2017 - Dec 2018 Admin executive & Store Incharge Presidency School In charge of school stores and also admin related works
- Nov 1995 - May 2006 Production Engineer Kaveri steels pvt ltd, Bangalore Incharge of production activities in shift
- Nov 1990 - Nov 1991 Trainee Engineer KSRTC Worked in assembly, production, QC and Bus Body building sections

PERSONAL INFORMATION

- Email krbss05@gmail.com
- Mobile (+91) 8296146527
- Total work experience 23 Years 0 Month

KEY SKILLS

- production management
- Excel
- MS Office
- Data Entry
- Computer Operator
- Typing
- English
- Communication
- administration
- office

OTHER PERSONAL DETAILS

- City Bengaluru
- Country INDIA

LANGUAGES

- English

- kannada
- hindi

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