



C.PAKIYARAJ,

PHONE NO : +974 70391086

MAIL ID : pakiyaraj.royal@gmail.com.

CAREER OBJECTIVE

A position in an Esteemed Organization which has growth Oriented career and gain extensive knowledge and deliver excellent result in my field.

EDUCATIONAL QUALIFICATION

1. Royal Link (2017- present) as a Supervisor (Limousine department)(Doha - Qatar)

- Organizing workflow and ensuring that employees understand their duties or delegated tasks.
- Monitoring employee productivity and providing constructive feedback and coaching.
- Receive complaints and resolve problems.
- Pass on information from upper management to employees and vice versa.
- Maintain timekeeping and personnel records.
- In recognition of your performance, the **Royal Link** management is glad to designate you as **vehicle coordinator Royal Link Limousine Department**. Effect from 05th November 2019.
- Conducting vehicle inspection from time to time.
- Updating vehicle expense details and preparing monthly expense reports.
- Checking and renewing vehicle insurance and isthamara.
- Ensuring vehicle warranty & guarantee cards are recorded in the system.
- In case of accident, will attend the location immediately to check the vehicle condition and to get the police report to do the vehicle repairing.
- Scanning & filing all the vehicle related documents (soft & hard copies).

2. James @ co (2016-02017) as an Accounting/ stock auditing (India)

- Developing inventory analysis reports and analysing variances.
- Preparing monthly journal entries as needed.
- Assisting in the improvement in internal controls related to inventory.
- Monitor Cost of Raw Materials and Production.
- Maintain General Ledger.
- Rotate stock and coordinate the disposal of surpluses
- Maintain receipts, records, and withdrawals of the stockroom

EDUCATIONAL QUALIFICATION

QUALIFICATION	INSTITUTION	YEAR	GRADE
CERTIFIED COMPUTER ACCOUNTANT DIPLOMA	COMPUTER SOFTWARE COLLEGE	2017	A
CERTIFICATE IN OFFICE AUTOMATION	IEC TECHNOLOGIES LTD	2011	A
B.A ENGLISH CERTIFIED IN COMPUTER CUM INTERNET LITERACY PROGRAMME	SETHUPATHY GOVT- ARTS COLLEGE (RAMANATHA PURAM) SETHUPATHY GOVT- ARTS COLLEGE (RAMANATHA PURAM)	2015 2013	 3 rd Class

QUALIFICATION	INSTITUTION	BOARD	YEAR	PERCENTAGE
S.S.L.C	MOHAMEDIA HR, SEC,SCHOOL CHITTAR KOTTAL, RAMANATHA PURAM	STATE BOARD	2009	43%
H.SC	MOHAMEDIA HR, SEC,SCHOOL CHITTAR KOTTAL, RAMANATHA PURAM	STATE BOARD	2011	46.3%

EXTRA CURRICULAR ACTIVITIES

LANGUAGE	SPEAK	READ	WRITE/TYPE
TAMIL	✓	✓	✓
ENGLISH	✓	✓	✓
HINDI	✓		
ARABIC	✓		✓
MALAYALM	✓		

EXTRA CURRICULAR ACTIVITIES

☐

Member of school Commerce Union

Extra curriculum Activates:

- Microsoft office (MS Word, MS Excel, MS Power Point, MS publisher)
- Basic computer knowledge. Online work

PERSONAL DETAILS

Name in Full : C. Pakiyaraj Chinnaiya
Date of Birth : 10th June 1990.
Place of Birth : India
Civil Status : Single.
Nationality : Indian
Religion : Hindu

Passport Details:

Passport no : P3391238
Place of issue : Madurai
Issue date : 24-08-2018
Expiry date : 23-08-2026

Qatar Driving License available

First Issue: 29.09.2021

Validity: 28.09.2026

Declaration:

I hereby certify that the above information given are true and correct as to the best of my knowledge.

(C. Pakiyaraj Chinnaiya)