

CARUL ANAND

INDIAN ARMY VETERAN



SKILLS

- Office Management
- Team Building & Good Leadership
- Administrative Officer
- Operations Management
- HR Admins & Excellent Management Skills
- Time Management & handling pressure situations
- Fire & Safety Management
- Quick Learner
- Computer Software & Hardware knowledge

STRENGTH

- Leadership
- Competent
- Ambitious.
- Cooperative.
- Hard-working
- Versatile
- Loyal
- Dedicate

RESPONSIBILITIES

- Task oriented, Focused and Time- Management.
- To ensure timely attending the training activities,
- To ensure keep discipline to cadets,
- Planning & Management skills.

ARMY EDUCATION

- Clerk(Staff Duties) - Class - I
- Map Reading Class - II

ARMY SERVICE MEDALS

- 9 Years Long Service And Good Conduct Medal
- 20 Years Long Service And Good Conduct Medal
- 30 Years Long Service And Good Conduct Medal
- 50 Years Independence Day Medal
- 75 Years Independence Day Medal
- CI Ops (J&K) Medal
- High Altitude Medal
- Op Parakram Medal
- OP Rhino Medal

PERSONAL DETAILS

- Phone: 8011288223, 8942931374
- Email: jananandjan06@gmail.com
- DOB : 05- 09- 1973
- Marital status - Married
- Languages Knowns: Tamil, English & Hindi
- Licenses: Driving License of Light Motor Vehicle
- **Permanant Address-**
Vill- H.No. 9/220, East Street, DS Puram
Post- Idaikal, Teh- Kadayanallur,
Dist-Tenkasi
State- Tamil Nadu
Pin- 627804

OBJECTIVE

I would like to be a part of any organization for various types of jobs, Based on my 33 years experience in Indian Army as a Senior Clerk (Staff Duties)/ Administrative Officer, Good team maker & a junior leader . I am co -operative , sincere, loyal and dedicated individual . I am seeking a suitable position to enhance my knowledge for growth of organization.

EDUCATION

- 10th Passed from Matriculation Board of Tamilnadu In 1988
- 12th Passed from Higher Secondary State Board of Tamil Nadu 1990
- Graduation in BA (Eng Lit) from Madurai Kamaraj University 2010
- Graduation Certificate from Indian Army (MOD) 2023.

CERTIFICATE

- Trade Profeciency Certificate (Indian Army)
- Computer Awarness Course- Grade- A
- Advance Computer Training - Pass
- NCO Clerk Course(NCC-51)- A Grading
- Office Asst Course Training from Army

KEY PERFORMANCE AREA

- Performed duty as a Office in-charge/Junior commissioned Officer
- Administrative officer, Senior JCO & Sub Major/ Office Superintendent
- Security Assistance officer/ Security Officer
- Monitoring of Security Aspects (Technical/Physical Security)
- All Security and Man Management
- CSD Store Management Account
- Inventory/Accounts Management
- Knowledge of MS Office & Information Technology & Cyber Security Aspects (Word, PowerPoint, Access, Excel, Typing Skill, Typewriting in English)
- Capable of Managing Calendars & Coordinating Meetings/Event Mgt

WORK EXPERIENCE

SUBEDAR MAJOR- INDIAN ARMY

SERVICE FROM-25-06-1991 To 29 Feb 2024

- 33 years of experience as Clerk(Staff Duties) Assistant Administrative Officer in Indian Army Corps Of Engineers (MEG & Centre, Bengaluru)
- Provide assistance to customers, employees and visitors in a courteous and professional manner, providing exceptional customer service
- General Administrative duties to include the maintenance and supervision of the central filing system for all Office, the maintenance and currency of distribution and contact lists. The maintenance and efficient operation of all office equipments, contract procedures, procurement of all types of office equipments/stationery and its accounting.
- Competent to handle work force of 50 and above office Clks/Staff. Computer savvy with proficiency in MS word, Excel Power Point and browsing of internet. Can be relied for confidential type of work. Can type 50to 60 words in a minute.
- Have good knowledge and experience of typing, numbering and filing, correspondence, opening new files, drafting of routine correspondence, and drafting replies, maintaining accounts, provisioning and supervision of the work of the team.
- Unit Accounts, Budget and Head Clerk of An Active Engineer Regiment.
- Office Superintendent and Administrative Officer In Military Engineering Services.

CHARACTER

- Exemplary