**RESUME**

**Name : VICKY SELVARAJ NAIDU**

**Father Name** **:**Selvaraj Periaswami Naidu

**Date of Birth** **:** 01st February 1996

**Permanent Address** **:** 5, Padam Singh,GorkhaChawl,

Shiv Nagar, Lake Road,

Bhandup (West) Mumbai - 400 078.

Mobile No: - 99671 29544

**Communication Languages** **:** Hindi, English & Tamil.

**Email**  : [vickynaidu2018@gmail.com](mailto:vickynaidu2018@gmail.com)

**Marital Status** **:** Unmarried

**Religion** **:** Hindu

**Nationality**  **:** Indian

**EDUCATION QUALIFICATIONS:**-

* Passed **S.S.C.** Examination from Maharashtra Board in **March 2011** with **50%** Marks.
* Passed **H.S.C.** Examination from Maharashtra Board in **February 2013** with **60%** Marks.
* **MS-Office** Course from **CMIT Computer Institute**, Bhandup (west),Mumbai - 400 078.
* Pursuing **B.A.** from Mumbai University (**T.Y.B.A 2021\***)

**WORK EXPERIENCE:**-

With **M/s. Indo German Industries,** Chunabhatti Sion, as an Office Assistant cum Computer Operator handling the job of Preparing Export Documents such as INVOICE & PACKING LIST, CERTIFICATE OF ORIGIN, ALL RELATED WORKS, Quotation, Tax Invoices. Maintaining Sales / Purchase Register, Issuing cheques to the suppliers, preparation of wages for factory workers, Preparing Manuals of the machines manufactured by the company, and other office related works.

**Worked From 13th May 2013 to 5th August 2018.**

With **M/s. Family Health Plan Insurance TPA Ltd** as Scanning Assistant handling the job of Receiving / Filing Claim Documents, Preparing Claim Documents for scanning, Re- Filing Claim Documents Post scanning, Tracking UHID for Claim ID Generation.

**Worked from 18th December 2018 to 13th October 2020.**

**CERTIFICATION :-**

I, the undersigned certify that the above mentioned details are given by me are correct best of my knowledge and belief.

**Date:-** \_\_\_\_\_\_\_\_\_\_\_

**Place: -** Mumbai **Vicky S. Naidu**