

PANDIAN.P

Senior Documentation Executive

CONTACT



+91 9942759647



kamalpandi23@gmail.com

EDUCATION

Madurai Kama raj University

Bachelor of Science
Information Technology
(2010-2012)

SUMMARY

Documentation Executive with ten years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

WORK EXPERIENCE

Data Entry Operator

Royal Classic Mills (p) Ltd (2013-2014)

- System entry work
- Oversaw office inventory activities

Senior Documentation Executive

Victus Dyeings (2014-2021)

- Pre shipment & Post Shipment
- DGFT Related license work

Senior Documentation Executive

Famous Knit (2022-2024)

- Pre shipment & Post Shipment
- DGFT Related license work

SKILLS

Time management
Communication skills
Calendar management
Event Planning