

PROFILE

BHARATH MANI I.

Coimbatore, Tamil Nadu,, India

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WORK EXPERIENCE

As an Independent Contractor/Data Entry Keyer

Lionbridge Technologies, Inc. (The Smartcrowd, formerly as "VIRTUAL BEE") - Nasdaq, LIOX , USA (from NOV 2013 onwards....)

As a Data Entry Keyer, feeding the data in various formats as system defined as and when tasks are posted in the user login....

As an Individual Contractor/Consultant

For my Client Companies - Sattur, Kovilpatti, Vilathikulam (in and around my home district), Tamilnadu State, India – (From FEB 1995 to MAY 2013)

Field of Client Companies :

- * TEXTILE MADE-UPS
- * GRANITE
- * EDUCATION
- * CONSTRUCTION
- * GARMENTS
- * HOTELS
- * TRANSPORT

JOB NATURE :

- * Marketing my services and getting orders confirmed (Directly at the premise of clientele companies)
- * Database Management System developing and installing for Clients, providing needed training with regular system support.
- * Student counseling and handling computer coaching classes to students in beginning level subjects of Information Technology)
- * Executing Data Entry assignments as the clients needed.

Data Entry Operator

SOUTH EASTERN ROADWAYS (SPEED CARGO DIVISION) - Chennai, Tamil Nadu State, India
(DEC 1993 To JAN 1995)

JOB NATURE :

- * Data Entry of Booked Dockets/Consignments (as system defined)
- * Clerical/Administrative Support Tasks
- * Customer Support Responsibilities

System Operator

TRANSPORT CORPORATION OF INDIA LTD - Varanasi (Region), Uttar Pradesh State, India
(SEP 1989- NOV 1993)

JOB NATURE

- * System Operations (Data Entry, Word Processing, Spreadsheet, Systematic Account Books/Records maintenance, MIS)
- * Database Administration with utility system developing for the need of Controlling Office
- * General Administrative Tasks, Field Works, Secretarial tasks
- * Deputation basis tasks completion (for Branch system/Accounts)
- * Customer Support.
- * Outstanding consolidation

EDUCATION

- **Bachelor Degree (Postal Education) – “Final year not completed”. (Subject : Maths with Computer Science and Accountancy as ancillaries)**

ANNAMALAI UNIVERSITY - Annamalainagar, Chidambaram, Tamilnadu State, India
AUG 1993 - JUNE 1996)

- HSC (10+2) – passed with 55% in APR 1982 through English Medium – State Higher Sec. Exam Board (Tamilnadu State – India).

SKILLS & TRAINING COMPLETED

Data Entry/Processing, Web Research/Sufing, Database Management, Word Processing, Excel, Customer Service, Secretarial, General Office Administration Skills.

- 6 Months Computer Programming Course – Private Institution, PUNE (India) – MAY 1989.
- 12 Months Diploma in Computer Application, Private Academy, ALLAHABAD (India) MAR 1991.

ADDITIONAL INFORMATION

Some of Traits I Include :

- * Self-motivated
- * Flexibility
- * Dead line driven
- * Enjoying helping others
- * Organized
- * Patience
- * Remote

PERSONAL INFORMATION

Date of Birth: 4th Dec, 1964
Marital Status: Married

Present/Postal Address

8/16, Lakshmi Nagar
R.G.Pudur, Chinniampalayam
Coimbatore – 641062 (TN)-India

Languages known

English/Tamil – To read/write/speak
Hindi/Marati – To speak.

Native Address

3/125, East Street, Melapudur Village
Pudusurangudi Post, Sattur Taluk
Virudhunagar District, Tamilnadu – 626203 (India)