**VIGNESH J K**

seeking opportunities in

Logistics | procurement | facilities management | administration

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*Seeking an opportunity to contribute my* ***management****,* ***supervision*** *and* ***administrative*** *skills*

*Seeking an opportunity to* ***learn*** *and* ***grow***

*Seeking* ***mutual growth*** *and* ***success***

#  experience



**FRC OPERATOR**

**Aktor Facility Management, Qatar**

December 2015 – June 2016

* Adding assets in the Pirana CMMS
* Creating the CM's & PPM's. (Corrective Maintenance and Planning Preventive Maintenance)
* Creating Work Orders
* Prepare the Daily report, Weekly report and Monthly report
* Creating Checklist

**ADMINISTRATION** | **ACCOUNTS**

**Sales Tax Consultants & Practitioners, India**

September 2014 - November 2015

* Creating and maintaining filing systems
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
* Organizing travel for staff
* Ordering and maintaining stationery and equipment
* Answering the phones

**Audit Intern**

**Giriraj & Associates, India**

March 2014 - June 2014

* Assisting on audits, mainly at client sites
* Assist in administrative duties
* Willingness to travel for out-of-town engagements
* Support organization and function initiative

**ADMINISTRATION** | **ACCOUNTS** *(Worked regular part-time during University Education)*

**La Mirban Beach Resort, India**

February 2012 - January 2014

* Creating and maintaining filing systems
* Interact with guests in a polite and friendly manner, answering queries and attending to their needs *(Continued on next page)*
* Issue room keys and escort instructions to bellhops
* Keep records of room availability and guests' accounts, manually or using computers.
* Compute bills, collect payments, and make change for guests.
* Arrange tours, taxis, or restaurant reservations for customers.
* Contact housekeeping or maintenance staff when guests report problems.

#  education

|  |  |
| --- | --- |
| **Bachelor of Commerce**University of KeralaSN College, Kollam | 2011 - 2014 |
| **Diploma in Sales Tax Practice**Tax Study CentreIndia | 2014 |
| **Certification in Organizational SAP-ERP**G-Tec Education, India* SAP ERP
* KA for Accounts Payable
* KA for Accounts Receivable
* KA for Management Accounting
 | 2014 |
| **Primavera Certification**CADD Centre, India | 2014 |
| **Tally ERP 9.0**Tax Study Centre | 2014 |

#  other info

* + - **State level Track and Field Athlete**
		- **Computer Proficient**

#  personal details

Date of Birth : 30th March, 1993

Nationality : Indian

Languages Known : English, Malayalam and Tamil

Interests : Football, Music and Travel

**Job Seeker First Name / CV No: 781860**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

