**Curriculum Vitae**



**NAME**

KEATS FELIX

***Experience:***

An astute performer with nearly 5 years of experience in B.P.O.IT field in Technopark.

***Address:***

Puthuval house,

Menamkulam,

Kazhakuttom p.o

Trivandrum,

Kerala,

India.

Pin :695582

***Phone Number****:**971-0559686459.*

***E-Mail: :rm.keatsfelix@gmail.com***

**Career Objectives**



To work in a challenging environment which demands constant development of fresh skills and the maximum utilization of the existing skills.



**Education**



Graduation in B.A.

Pre Degree in Science.

Diploma in Animation.

SSlc.



**Computer Knowledge**

* MS Office,Autocad,Photoshop,Premiere.
* Data Entry Operation.
* B.P.O.



**Professional Experience**



BPO(data analyst) WORK IN REVENUEMED, TECHNOPARK..



**Job Responsibilities**



* Handling the recruitment activities.
* Processing the data required for the Performance

Based Incentives.



***CAREER OBJECTIVE***

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

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***Personal Data:***

|  |  |
| --- | --- |
| NAME | : KEATS FELIX |
| FATHER’S NAME | : FELIX PEREIRA |
| MOTHER TOUNGE | : MALAYALAM |
| CASTE & RELIGION | : CHRISTIAN |

***ADDRESS:***Omanahouse,menamkulam,

kazhakuttom.P.o,

695582.

***HOBBIES***

ListeningMusic,Drawing,PlayingPCgames&

Reading.

***LANGUAGES KNOWN*** :English, Hindi

and Malayalam.

|  |  |
| --- | --- |
| Date of Birth | : 26-11-1987 |
| Sex | : Male |
| Nationality | : INDIAN |
| Marital Status | : SINGLE |
|  |  |

***Extracurricular***

 *Video editing ,Data analyst.*

**Date** :03-03-2014

**Place** :kazhakkuttom.

***REFERENCE***



Available upon request.



***MINI PROJECT***

B.P.O Work. Data capturing and editing .Non voice .



***SKILL SETS***

* Filled with passion and the ability to connect with team leaders.
* Team building experience.
* Ability to inspire people.
* Needs assessment.
* Knowledge of Data processing techniques.
* Can create courteous, friendly, professional work environment.
* Ability to evaluate alternatives and decide on a plan of action.



***DECLARATION***

I here by declare that all the above mentioned details are true and with best of my knowledge.



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