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**VISHNU** **VISHNU.318511@2freemail.com**

##### OBJECTIVE:

Self-directed, resourceful and passionate administrative professional looking for a position as an **Administrative Assistant** utilizing exceptional secretarial skills and highly organized approach to improve the overall efficiency of organization. Bringing strong clerical and communication skills to provide effective support to the office.

##### EDUCATION:

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| --- | --- | --- | --- |
| **Description** | **University / Board / Institution** | **Year of completion** | **Marks (%)** |
| **Bachelor of Computer Application(BCA)** | VidyaMandir Collage Payyanur | 2014 | 63% |
| Senior School Certificate Examination  | C.P.N.S GHSS, Mathamangalam | 2010 | 65% |
| Secondary School Examination | C.P.N.S GHSS, Mathamangalam | 2008 | 75% |

##### WORK EXPERIENCE:

1. **Organization Name : Greens Company (India)**

**Designation : Floor manager**

**Work Period : April 2016 – October 2016**

***Responsibilities:***

* Being professional
* **Arranging** window displays
* Managing people and projects
* **Stocktaking** and inventory
* **Convening** team meet
* **Recruiting** and training new team members
* **Supervising** staff
* **Assisting** in other store operations
* Being a good team player
* Managing people and projects
1. **Organization Name : Alliance Automation & Instrumentation Company(India)**

 **Designation : Sales Administrator cum Coordinator**

**Work Period : June 2015 – March 2016**

**Responsibilities**:

* Preparations of all sales related documents starting from enquiries, RFQs, Proposals, Purchase Orders , Contract Agreements and Invoice preparation etc
* Negotiating proposals with suppliers.
* Excellent in setting up meetings with the clients and conducting presentations on project.
* Handling a high volume of customer enquiries whilst providing a high quality of service to each caller, solving their queries, problem solving and taking feedback.
* Tracking sales orders to ensure that they are scheduled and sent out on time.
* Effectively communicating with customers to ensure complete project coordination.
* Supporting the field sales team and Business development activities.
* Effective documentation and closing of deals.

**3. Organization Name : NIIT (India)**

 **Designation: Lab in Charge**

 **Work Period** : **OCT 2014 to April 2015**

***Responsibilities:***

* Coordinates scheduling of students and teachers for the purpose of maintaining computer lab operations and activities.
* Maintains computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in computer lab.
* Monitors student activities while in computer lab for the purpose of maintaining a safe environment that is conducive to learning.
* Troubleshoots malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations

##### TECHNICAL TRAINING:

* **Network Engineering**(CCNA- Routing & Switching)

##### TECHNICAL EXPERTISE:

* Computer Language: C, C++,Java, HTML
* Operating system: Windows 7 ,Windows 8 and XP
* Application Package: Proficient in MS Office suite of applications (Word, Excel and PowerPoint)
* Assembly Level Programming: 8085,8051
* System Administration
* Network Administration
* Hardware

##### SKILLS:

* Ability to plan & carry out small to medium term projects.
* Good IT skills.
* Effective communication& presentation skills.
* Very good trouble shooting skill in computer hardware
* Familiar with Maintenance, Installation & Trouble shooting of Operating System

##### PERSONAL DETAILS:

Date of birth : 22nd July 1992

Languages Known : English, Hindi, Malayalam

Hobbies : Photography, football