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| **VIGNESH**  **Administration Assistant/ Data Entry Operator** | **G:\Vignesh Photo.jpg**  [**VIGNESH.334246@2freemail.com**](mailto:VIGNESH.334246@2freemail.com) |

**SUMMARY:**

Top-performing administrative professional with 3-plus-year track record in customer service, record keeping and general office management. Proficient in providing support to executives, taking minutes, handling appointments and messages, and writing correspondence. Strong background in MS Word, Excel, PowerPoint and Outlook with good typing skill. An expert communicator who is known for multitasking and completion of assigned tasks within deadline.

**WORKING EXPERIENCE:**

1. **JOB PROFILE IN FIRST AMERICAN INDIA PVT. LTD**

**Job Title:** Administration Assistant and Data Entry Operator

**Period**: June 30, 2013 to December 20, 2016 **(3 Years and 6 Months Experience)**

**Description:**

* • Greet clients and guests and decide whether they should be given right of entry to meet specific individuals
* • Handle telephone calls and relay messages to appropriate department or individual
* • Oversee office’s filing and record management needs
* • Attend meetings, take and record minutes of meetings and distribute the same as instructed
* • Prepare and distribute correspondence such as memos and letters
* • Schedule meetings and prepare appropriate agendas for meetings and conferences
* • Ensure that packages for board meetings are prepared and distributed in time
* Ensure that office equipment is in running smoothly and arrange for equipment repairs and maintenance.
* • Schedule and assign administrative projects and ensure that results are expedited
* • Prepare administrative reports for senior managers
* • Handle administrative issues and conflicts as per company’s policies
* • Assist data entry staff in performing data entry tasks by providing informational support to them
* • Prepare memos, invoices, reports, and financial statements through word processing, spreadsheet, database, and presentation software such as PowerPoint.
* • Open, arrange, and distribute incoming mail, faxes and email
* • Arrange agendas and make arrangements for committee, board, and special meetings

**TOOLS**:

* MS Excel, MS Word, Power Point, Outlook, One Note.

**ACADEMIC QUALIFICATION:**

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| **Course** | **Institution** | **Board/**  **University** | **Year of Completion** | **Percentage** |
| Diploma (ECE) | Thiagarajar Polytechnic College, Salem | DOTE | 2013 | 96.5% |
| Secondary School | Bharathi vidyalaya Higher Secondary School, Salem | State Board | 2010 | 93 % |

**TECHNICAL SKILLS CERTIFICATION:**

* Computer Hardware Maintenance and Servicing (A+)
* Computer Networking Administrative (N+)

**TYPING SKILLS:**

**Language: English**

* Speed : 50 to 55 Words Per Minutes
* Accuracy : 95 % to 98 %

**HAVING KNOWLEDGE OF:**

* Proficient with MS Office Packages(Word, Excel, Power Point, One Note, Outlook)

(Significant Knowledge in Excel Functions and Formulas and Report Work (Knows around 150 formulas, Pivot Table, Chart))

* Proficient with Computer Knowledge.
* Proficient with Windows 7, Window 8

**ACHIVEMENTS/ APPRECIATION:**

* Won the 2nd Price in Project Competition of National Level and Inter College Competition.
* Star Performer award for giving good productivity in First American India Pvt. Ltd.
* Won the Best Employee Award in the Year of 2016

**STRENGTHS:**

* Good Communication Skills and Team management and Supporting Team.
* Work independently and as part of a team.
* Flexible and adapt quickly to new working environments.

**PERSONAL DATA:**

* Nationality : Indian
* Hobbies : Singing, Reading Stories Books
* Languages : English, Tamil, Kannada (Speak Only)

**DECLARATION:**

I, Vignesh do hereby confirm that the information given above is true to the best of my knowledge.