

**CURRICULUM VITAE**

**VINEETH**

**VINEETH.357957@2freemail.com**

**CAREER OBJECTIVE**

To earn and learn with high degree of quality, integrity, commitment and responsibility in a challenging and rewarding environment in a progressive organization with professional approach, fine tuning of my skills and abilities leading to the integrated development of both the organization and myself.

**EDUCATIONAL QUALIFICATION**

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| S.S.L.C | : | Board of Public Examination, Kerala. |
| PLUS TWO | : | Board of Higher Secondary Examination. |

**COMPUTER KNOWLEDGE**

* MS**–**Office (Word, Excel, Power point).
* Photoshop

**ADDITIONAL QUALIFICATION**

* Pre **–** Sea Course for GP Ratings With Indian CDC
* Personal Survival Techniques (2010)
* Personal Safety& Social Responsibilities (2010)
* Fire Prevention & Fire Fighting (2010)
* Passenger ship familiarization
* Elementary First Aid (2010)
* Security training for Seafares with designated security duties (2010)
* Basic Computer Applications
* Automobile Engineering

**KEY STRENGTH**

* Hard work, Punctuality, Team work, Customer service & Customer care skill & creative thinking.

**WORK EXPERIENCE**

* Worked as Security officer in Transguard LLC, Dubai from 2015-2016
* Worked as Office Assistant in Power Print Printing Press LLC, Dubai from 2011 to 2015
* Worked as Office Assistant in Patchi LLC, Dubai from2007 to 2010.
* Worked as Sales Executive in India today (DSD-Division-2011) Kerala responsible for Electronics and books division.

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**PERSONAL SKILL**

Ability to learn and develop various jobs in a short period has a friendly nature. Maintain excellent

**customer’s relations, ambitious and self motivated.**

**PERSONAL QUALITIES**

Hard worker, Keen learner, Good inter relationship, persistence in work, perfectionist,

Disciplined and honest, prepared to sit late hours to active a goal of cool and confident

nature, takes criticism in the correct spirit to improve the weaker areas, God fearing.

**COMPUTER SKILL**

Basic knowledge and experience in computer application packages-MS-Word, Power point, Excel. Knowledge and experience with using internet and e-mail.

**STRENGTHS**

* Good interpersonal skills
* Ability to rapidly build relationship and set up trust
* Presentation skills
* Self-confident
* Good analytical skills & Quick Learning abilities
* Creative in approach
* Industrious and Good team player
* Customer service

**PERSONAL DETAILS**

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| Age & Date of Birth | : 30/12/1984 |
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| Nationality | : | Indian |
| Sex | : | Male |
| Marital Status | : | Single |
| Religion | : | Hindu. |
| Languages Known | : | Malayalam, English & Hindi |

**DECLARATION**

I hereby declare that the above given details are true and accurate to the best of my knowledge.

**VINEETH**