

|  |
| --- |
| Personal Data:  Dob : 23/09/1989  Gender : Male  Nationality : Indian  Marital Status : Single  Visa Status : Visit Visa 9th June’17  Language Known:  English, Malayalam, Hindi, Tamil |

**MANOJ**

[**MANOJ.364880@2freemail.com**](mailto:MANOJ.364880@2freemail.com)

Objective

I intend to build a career with leading corporate of

hi-tech environment with committed & dedicated people, which will help me to myself fully and realize my potential.

Education

Completed Bachelor of Computer Application (Distance Education)

Work Experience

1. DTDC Courier Services.

(2016 August to 2017 February)

Job Specification:

• Provides comprehensive administrative support to office teams as required.  
• Types and distributes correspondence via email.  
• Answers the telephone.  
• Responsible for data entry, filing and photocopying.  
• Maintains multiple filing systems.  
• Understands and follows written document control procedures.  
• Distributes mail as well as courier coordination.  
• Maintains administrative logs and tracking systems.  
• Assists with ordering of materials and coordination of deliveries.  
• Other related duties as assigned.

2. LENSMAN ( 2013 march to 2016 april)

Job Specifications:

* Shoot, produce and edit video/Photo content
* Adhere to company processes and style guides while adding creative input
* Maintain inventory and manage all assets including video production equipment and product samples
* Prepare reports outlining weekly and long term planning.

3. Micro Info Tech (2012 may to 2013 january)

Job Specification:

* IT support issues for the Head Office users, finding solutions and owning through to resolution.
* Supporting users over the phone, in person or using remote support tools to work through issues in a professional and competent manor.
* Collaborating with support teams when required to work through issues, all the time building relationships and knowledge.
* Managing and working with support partners to resolve issues to contracted SLA’s.
* Configuring PC’s and Laptops.
* Working on Windows XP, 7, 8 and 10 operating systems.
* Provide first all the way through to third level support for users and remote based users.
* Basic Network Switch & Patch management end to end termination
* Hardware procurement and invoice management.

Technical Skills

Operation system : Windows XP, 7, 8, 10

Tools : Edius, MS Office Packages,

Adobe Photoshop

Hardware : Desktop assembling, cabling,

End to end termination

**Areas of Interest**

* Video Editing
* Photoshop

**Strengths**

* Positive attitude
* Punctual and Disciplined
* Leadership, Good Listening ability
* Ability to communicate effectively with team members
* Dedicated and committed to work

**Declaration**

I HEREBY DECLARE THAT INFORMATION GIVEN ABOVE IS TRUE AT BEST OF MY

KNOWLEDGE