** Curriculum Vitae/Resume**

**VINEETH.367046@2freemail.com**

 SHARJAH, UAE

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 **Professional Objectives:**

 To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals.

 **Educational Qualification**

* **Master of Computer Applications[M.C.A] –University of Calicut** Dr.john Matthai Centre,Aranattukara,Thrissur during the year 2011-14 with 67% .
* **BSc Electronics -.University of Calicut**

 College Of Applied Science,Kuzhalmannam(CASK) with 68.41% aggregate in the year 2011

* **Higher Secondary Education (plus two)**

 Lakshmi Narayana Vidya Nikethan,Ottapalam affiliated to Central Board of Secondary Education with 67% in the year 2008

 **Work Experience:**

 **1.Content creator cum office admin at Rezolve digital Space,kochi from april 2015 to Jan 2017**

Major responsibilities included **developing content** for websites based on clients requirement that can enhance their business. To work on increase the level of **sales and business** , maintain key contacts with key clients, **office management**, records management and general **administrative** and **secretarial s**ervices, participate in developing and implementing administrative management policies, working with management in planning organizational needs.

 **Areas of Specialization**

 **Web-content writing ,Data entry, php ,html-css, ms office**

**Languages known**

 English : read-write-speak

 Hindi : read-write

 Malayalam : read-write-speak

**DECLARATION**

I hereby declare that all the above mentioned information is correct as per my knowledge. All Certificate and Document would be accessible upon request.