RESUME

VINEETH

VINEETH.371973@2freemail.com

Career Objective

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

Skills

Team Leadership Planning Skills Inventory Control

Technical Problem Solving Record Maintenance Database Management

Complex Problem Solver Supplies management MS Office

Time Management Office procedures

Work History

Admin and Sales Coordinator November 2015 to Present

Master Technologies LLC Dubai UAE

• Organize and schedule appointments

• Plan meetings and take detailed minutes

• Write and distribute email, correspondence memos, letters, faxes and forms

• Assist in the preparation of regularly scheduled reports

• Develop and maintain a filing system

• Update and maintain office policies and procedures

• Order office supplies and research new deals and suppliers

• Submit and reconcile expense reports

• Provide general support to visitors

• Act as the point of contact for internal and external clients

• Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

• Coordinate sales team by managing schedules, filing important documents and communicating relevant information

• Ensure the adequacy of sales-related equipment or material

• Respond to complaints from customers and give after-sales support when requested

• Handle the processing of all orders with accuracy and timeliness

• Inform clients of unforeseen delays or problems

• Monitor the team’s progress, identify shortcomings and propose improvements

• Assist in the preparation and organizing of promotional material or events

Junior Engineer June 2010 to July 2015

Zigma Associates Cochin, India

• Troubleshooting of Wireless modems, Electronic products

• May have to visit sites when needed to solve problems regarding

communicating devices

• Will have to inspect and service telecommunication devices in frequent

interval of time

• Managing, monitoring the performance and working as part of a

team of communication engineers/planners

• Organizing/attending meetings

Educational Background

MBA Marketing Management 2012-2014

School of Distance Education Bharathiar University, Coimbatore, India

BE Electronics & Communication Engineering 2006-2010

St. Michael College of Engineering and Technology Sivagangai, Tamil Nadu, India

Higher Secondary Education 2004-2006

St. Augustine s Higher Secondary School, Kalloorkad, Muvattupuzha, India

Secondary Education (SSLC) 2004

Infant Jesus Higher Secondary School Vazhakulam, Muvattupuzha, India

Personal Details

• Date of Birth 12-04- 1989

• Sex Male

• Marital Status Single

• Nationality Indian

• Religion Christian

• Languages Known English, Malayalam, Tamil and Hindi

• • Current visa status Employment Visa

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Strengths

• Young, enthusiastic, hardworking and sincere

• Ability to look at things from others point of view

• Strong analytical skill and problem-solving skill

• Strong commitment

Declaration

I hereby declare that the information in this document is accurate and true to the best of my

Knowledge and belief.