

 **CURRICULUM VITAE**

 **VISHNU**

 **MOB: C/o 0504973598**

 **Email Id:** **Vishnu.378788@2freemail.com**

**Seeking to leverage IT& Finance expertise in a growth-centric organization of repute**

Result oriented IT professional possessing excellent communication skills and leveraging on expertise in Customer Service and Finance and in depth subject knowledge, and having over 2 years of experience in Accounts and Customer Support. Strengths include hard work, optimism, verbal versatility, interpersonal skills, leadership, conflict management, goal orientation and learning.

 I understand that your organization is of particular interest to me because it offers a new challenge in an environment, which i find extremely stimulating and enjoyable and my background is particularly relevant to your requirements. I believe that my skills and working experience match your requirements. I attach my CV as a first step in exploring the possibilities of employment with your group. I would appreciate the opportunity to meet with you to discuss my application and look forward to hearing from you soon.

**WORK EXPERIENCES**

 1. **Company:** Sen George Associates, Kochi, India

**Company Description**: Sen George Associates is a leading private charted Accountant firm. They providing charted Accounting Services, Internal auditing services, Financial and Consultancy Services, Business Process Outsourcing Services, Import Export Consultancy Services. We are also recognized as providing services for company law matters, Service Tax matters, Sales Tax and VAT matters

**Job Post:** Audit Assistant with 1 year experience

**Achievement:** Preparing of Bank Reconciliation Statements, Full and Final Settlement of Employees, Preparation of Financial Statements(Profit & Loss Accounts and Balance sheet),Payments to venders on due dates

 **Employed From**: July2015 – September 2016

2. . **Company:** Navigant BPM, Trivandrum

**Company Description**: Navigant BPM main key focus is developed highly empathetic client relationship and earned reputation for delivering exceptional Customer service

**Job Post:** Customer Support with 1 year experience

**Achievement:** Promptly responded to general enquires from members, staff and clients via telephone, email

 **Employed From**: November2016 – December 2017

**QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** |  **Institution** |  **Marks** | **Year Of Passing** |
| MCABCAXIIthXth |  Noorul Islam University, Kanyakumari  Kristu Jayanti College, BangaloreTechnical Higher Secondary School, Attingal, TrivandrumGovt.Boys Higher Secondary School, Attingal, Trivandrum |   76.14% 55.01% 70.21% 68.16%  | 2015 20122009  2007 |

**ACHIEVMENTS**

* Exhibited leadership and team building abilities in conducting an IT departmental fest at Kristu Jayanti College, Bangalore with a participation of over 28 colleges.
* Winner of IT Quiz in the Inter College IT fest at KLE College, Rajajinagar, Bangalore.

**COMPUTER LITERACY**

MS Excel, Word, Networking, MySQL, HTML, Tally

 **PROJECTS**

1. Daya Trust

Daya Trust is established for charitable purposes. It is Dedicated Association for Yearning the Abandoned. It done by HTML, jQuery and CSS

2. Innovate Tourism

 Innovate Tourism is a leading independent Travel Agency, having its Head Office in Dubai, maintaining high standards and unsurpassed expertise in tours operation. It done by PHP.

**CERTIFICATES**  : CCNA, DTP and Tally

**PERSONAL DETAILS**

Nationality : India

Date of Birth : 16/10/1991

Marital Status : Single

Sex : Male

Languages Known : English, Malayalam and Hindi

Currently located in UAE : on Visit Visa

**DECLARATION**

 I hereby declare that the above mentioned particulars are true and correct in the best of my knowledge and belief.

 Place: Dubai

 Date: (**VISHNU)**