

**VISHAK**

**Email:** [vishak.382618@2freemail.com](mailto:vishak.382618@2freemail.com)

**Objective**

Seeking a challenging opportunity in a projective organization which will allow my experience and extensive communication and organizational while providing an opportunity for career.

**Skills/Professional Highlights**

●Work with diverse type of people and condition.

●Communicate ideas easily

●Easily adjustable with working condition.

**WorkingExperience**

●Worked as **HR. Office admin** in dubai airport Emirates under section company transguard group of security ( 2017-2018 ) .

● Worked as **HR. Office admin** in Aiesys Private Limited, Technopark , Trivandrum

●Worked as **HR.** Office accountant postal department under Govt. of India ( 2016-2017 ) .

●Worked as**Accounts Clerks**in“**The Vijaya Castle Hotel,Kollam** ( 2015-2016 ) .

**Educational Qualification**

MBA from IGNOU, Catholicate College, Pathanamthitta

B.Com from Indira Gandhi National Open University

Diploma in mechanical engineering

Higher Secondary Education from Kerala HSE Board.

S S L C Education from Central Board of Secondary Education

**Computer Skills**

Windows os Windows Office Tally

Winhms Hospitality Management Software

Finacle Software

**PersonalDetails**

Nationality**:**India

Date of Birth**:**12/05/1994

Marital

Status**:**Single

Languages

Known**:**English Hindi, Malayalam& Tamil

**Computer Skill**

Windows OS Windows Office Tally

Winhms Hospitality Management Software

Finacle Software

**Declaration**

I hereby declare that the forgoing information is correct and complete to the best of my Knowledge and belief.