# Vijay

# [Vijay.226514@2freemail.com](mailto:Vijay.226514@2freemail.com)

**Dedicated and focused who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.**

**Strength Includes:**

**MS Office proficiency …. Results-oriented… Optimal Hospitality Service professional …. Prompt Inventory & Data Management… Time management…. Team player…. Strong interpersonal skills… Strong problem solver… Logistic Co-coordinator… Positive attitude… Well Organized…. Good Communication Skills… Multitasking… Customer Focused….**

**­­CAREER CHRONOLOGY**

**KPIT Global Solutions,** **Pune – India 11/11/2013–09/12/2014**  
***Assistant – (Facilities & Logistic Management)***

***Job Role – Administration, Hospitality, Logistic & Facilities Management***

### *Key Contributions*

* Handling & setting up international conference calls & Board Meetings for the Top Management of the company including the Chairman & The Managing Director by dialing out on the bridge numbers or booking the same with the vendor’s & monitoring the same.
* Handling reception, providing access cards to new joiners & updating the same in the system.
* Handling & Tracking inward & outward courier details in the system and communicating the same with the employees onshore & offshore through Microsoft Outlook.
* Coordinating with the HR’s & the candidates for scheduling interviews.
* Ensured neat & clean lobby & front desk at all time.
* Office Work & Inventory updates on system & books.
* Warehouse Management through phone.
* Updating Files & Data Management.
* Greeting & Welcoming Guests & Clients in a professional & courteous manner with optimal hospitality service.

**Omkar dish Network & Electronics**

**(Sify Broadband Service) 08/03/2010 - 15/01/2013**

***Customer relationship executive***

***Job Role – Administration, Customer Service, Sales, Logistic & Facilities Management***

### *Key Contributions*

* Handling individual & commercial customers and meeting them personally by taking prior appointments to understand their needs in terms of Broadband services.
* Understanding & responding to customer’s needs and implement the same to provide quality services.
* Update customers on new ISP plans & Promoting new products in the market (Sales)
* Market research & Promotion of products through Social Sites & World Web.
* Office Work & Inventory updates on system & books.
* Warehouse Management through phone.
* Tracking Shipment & follow up with warehouse & Logistic Coordinator.

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| **Wipro BPO (Back Office Technical Process Bell Canada) 22/05/2008 - 21/02/2010**  ***Senior Associate***  ***Job Role – Administration, Customer Service, Sales, Logistic Management*** *Key Contributions*  * Maintenance and creation of media lists and editorial calendars. * Database management. * PowerPoint presentations. * Maintenance of photo files. * Chasing the fault on call by performing certain technical steps &   resolving the same to customer’s satisfaction.   * Telephonic Instrument, Wi-Fi Router & ISP Modem Sales. * Tracking Shipment & follow up with warehouse & Logistic Coordinator.   **Sodexho 18/01/2007 - 25/02/2008**  ***Telephone Operator Facilities service***  ***Job Role – Administration, Facilities Management*** *Key Contributions*  * Handling onshore & offshore calls for the employees in Infosys. * Communicating with employees through Microsoft Outlook, onshore & offshore to setup meetings & conference calls. * Handling reception, providing access cards to new joiners & updating the same in the system.   **EDUCATIONAL QUALIFICATION**   |  |  |  |  | | --- | --- | --- | --- | | **COURSE** | **BOARD\UNIVERSITY** | **Month & Year of Exam** | **Percentage** | | **B.Com** | ***Madurai Kamaraj University*** | **November 2014** | **55%** | | **HSC** | **Maharashtra State Higher Secondary Board** | **February 2006** | **42 %** | | **SSC** | **Maharashtra State Board** | **March 2002** | **42%** |   **Extracurricular Activities**   * **Playing Cricket, Soccer & Volleyball.** * **Represented & captained my team in cricket, Soccer & Volleyball for interschool sports.** * **Certificate of Participation in 14th National kickboxing Championship 2004 (PUNE)** * **Certificate of Participation in Street Play for Rotaract Club of Pune Central (NECC Centrafest 2000)**   **PERSONAL INFORMATION**   |  |  | | --- | --- | | **Nationality** | **Indian** | | **Marital Status:** | **Single** | | **Date of Birth:** | **27th May 1984 (27/05/1984)** | | **Sex:** | **Male** | | **Visa Status:** | **Visit Visa** | | **Language known:** | **Fluent – English, Hindi, Malayalam, Marathi** | | |
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