

RESUME

M.VINOD

25, Abraham street
Adamabakkam
Chennai-600088

PHONE NUMBER-
6382574930/
9094200863

Email Id-
mvinodappu@gmail.com

Language :
Tamil & English

Skills:

- 1) Word
- 2) Excel
- 3) PowerPoint
- 4) Outlook
- 5) Computer Service

OBJECTIVE:

Looking forward to face new challenges and achieve new, milestones in my career. Also, I would like to contribute my best to the growth of the organization.

EDUCATION:

Course	School/ Collage	Board	Year of Passing	% of Mark
SSLC	Sri Ramakrishna Mission Higher Secondary School	State Board	2012	46%
HSSC	Sri Ramakrishna Mission Higher Secondary School	State Board	2014	56%
BA Criminology And Police Administration	Madras University Distance Education	University	2020	60%
Diploma	Apollo Computer Education	Private	2020	80%

EXPERIENCE:

1) PS Srijan Group

Office Assistant (2014 to 2016)

2) Sri Velu Builders

Office Assistant (2016 to 2018)

3) Sri Radhakrishna Industries

Delivery boy (2018 to 2020)

4) Prowess Publishing & Software Solution

Admin Assistant (January 2021 to April 2023)

My Work Related is

- Preparing Online Orders (Amazon, Flipkart)
- Inventory Maintenance
- Bank Related Works
- Vendors Management
- Purchasing of Office stationary & Housekeeping Materials
- Co-Ordinate with IT Department
- New Vendors enrolment

5) RAC IT SOLUTIONS PRIVATE LIMITED

Admin Executive (June 2021 to Till Now)

My Work Related is

- Inward & Outward Preparation
- Document Scanning
- Document Collection from Other Branches
- Invoice Submission
- Purchasing of Office stationary & Housekeeping Materials
- Bank Related Works
- Other branch and Client Mail Communication

Personal Details:

FATHER'S NAME : S.V. MURALIDHARAN
DATE OF BIRTH : 23/02/1993
NATIONALITY : INDIAN
MARITAL STATUS : SINGLE

PLACE: CHENNAI
DATE:

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