

CURRICULUM VITAE

Vinayak.V

Phone: - +91-7019406833

Email: - vinayvig7@gmail.com

Career objective

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine

Key Skills

- Knowledge on all editions of Windows & MS Office
- Hardware & Networking skills
- Good knowledge of Core Banking & Sales.
- Configuration of Router & IP

Personal Qualities

- Good Communicational skills in written and verbal both
- Strong motivational and logical skills
- Ability to persuade the people
- Ability to produce the best result in pressure situations.

Experience

- Worked as a **FreeLancer** as an “**Interior Designer**” From **April 2009 to May 2012.**
- Worked as a **Customer Service Executive** with **Hi-Tech Imaging Supplies** from **May 2015 to December 2018.**
- Worked as a **HR Admin - Senior Assistant** at **K. S. Palanisamy & Co, CA Auditor Firm** from jan 2021 to May 2023.

Educational Qualification

QUALIFICATION	INSTITUTE	BOARD/UNIVERSITY	YEAR
S.S.L.C	SVS Primary & High School	Karnataka State Board	2008
P.U.C	Malleshwaram Govt Boys PU college	Bangalore University	2009-2011
DIPLOMA	BESIT	Bangalore University	2012-2013
I.T.I	Govt. ITI (V)	Bangalore University	2013-2015

Key Responsibilities handled

- **Support the daily operations of HR team**
- **Use HR databases to review, input and keep track of employee information**
- **Track employee progress within the onboarding program**
- **Arranging meetings and maintaining calendars**
- **Responsible for orienting new employees to the organization**
- **Answer all employee questions about HR regulations and benefits**
- **Assist with payroll processes**
- **Maintaining organized and up-to-date HR files**

Hobbies

- Playing Cricket
- Listening to soft Music
- Travelling
- Go-Kart racing

Personal Information

Name	Vinayak.V
Date of Birth	7 th February 1992
Nationality	Indian
Languages	English, Kannada, Tamil, Hindi & Malayalam
Gender	Male
Fathers Name	Vasavan V
Permanent Add.	13 54/4 Behind Kumeran Avanie 2 nd phase barathi nagar Vadamadhurai coimbatore - 641017

DECLARATION

I hereby declare that the information stated above is correct and to the best of my knowledge.

Date:

Place: [Signature]

Vinayak.V