

VIJAYAKUMAR R

**Email:**

vijayakumarr87@gmail.com

Contact No:

8939667801

Personal Information:

Date of Birth : 02-Jul-1987

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known:

English

Tamil

Father's Name:

C RAMASAMY

Permanent Address:

49, Middle Street,
Renganathapuram,
Srivilliputtur - 626125,
Virdhunagar District.

Present Address:

74/10, Vallalar Street,
Padmanapa Nagar,
Choolaimedu,
Chennai - 600094.

Objective

Looking for an environment where professional skills are shared and enriched. Seeking a position with a dynamic organization, where I can learn as well as contribute to the growth of the organization.

Educational Details

2008	B.Sc., (InformationTechnology) Sri Kaliswari College	59.93
2004	Higher Sec. School G.S.H.Higher Sec. School	62
2002	SSLC G.S.H.Higher Sec. School	84

Technical Skills/ Exposure

MS Office	Excel 2007, Word, Power Point
Operating Systems	Windows XP, 2000, 7
Database	Oracle 10G
Windows Server Admin	NAT,DHCP,Active Directory,File & Print Service,VPN,Network Access and Management

Training:

Currently pursuing the AI (Artificial Intelligence) and Advanced Analytics at CAIA from April 2019

- SQL
- Informatica
- Python

Professional Experiences

September 2015 to April 2019

Organization - RR Donnelley

Designation - Document Specialist

Responsibilities:

- Create the Work Order to the Production Department.
- Validating the SEC files before delivery to ensure the quality.
- Analyzing style requirements of the client.
- Random audit/sampling for quality of jobs before delivery, ensuring no process breakdown at anytime, anywhere.
- Prepress Submission.
- Quality assurance, on-time delivery, training associates on client updates.

Awards:

- Outstanding Performance Awards
- Roll Model Awards
- Annual Awards

August 2014 to September 2015

Organization - M Square Networks

Designation - Desktop Support Engineer

Responsibilities:

- Perform excellent customer service skills to educate users and resolve their problem.
- Perform maintenance on peripheral equipment.
- Identify and troubleshoot problems related to security permissions.
- Perform printer maintenance and installs.
- Manage network user accounts in Active Directory.
- Develop and deploy Active Directory scripts and group policy standards.
- Review, maintain and install personal PCs and network hardware and software.

May 2012 to Mar 2014

Organization - Trisome Technical Services and Supply Pvt Ltd,
Singapore.

Designation - Process Maintenance Technician.

Responsibilities:

- Responsibilities are to do preventive maintenance of valves, pumps and repairing.
- Actuator (Overhaul and Repair)
- Valve (Repair and Service)
- General Fitting and Retrofitting
- Painting Works
- Hydro Testing Valves to API 598.

Apr 2010 to Apr 2012

Organization - EGB Systems and Solutions Pvt. Ltd. (KPO), Chennai.

Designation - Back Office Support Assistant.

Responsibilities:

- Surfing online to find the events, referred articles, magazines, blogs as well.
- Update the client website with the collected information so the customer can have all event details just a click away.
- Searches were based on county, city or across the states according to the customer request.

Jul 2008 to Jun 2009

Organization - Syntax Global (BPO), Chennai.

Designation - Customer Support Executive.

Responsibilities:

- Helped the customers to identify their travel needs.
- Interacting with customers on various options of the travels in cruise.
- Suggesting the customer on cheap and best quotes that are available on the planet.
- Replies to their forms and questions.
- Helps customers on selecting their options on cruise including cabins, foods etc.
- Also suggests them the alternative if they are not able to get their desired one.
- Interactive with the customer's from identifying the travel needs till to the boarding of their cruise.

Strengths

- ◆ Determination to learn; diligence at work
- ◆ Adaptable to any environment
- ◆ Passion for learning and sharing
- ◆ Positive Attitude.

Declaration

I hereby declare that all the above information are true and correct to the best of my knowledge and belief.

Place: Chennai

Date: (Vijayakumar R)