**RESUME**

**VINEETH V**

MARATHAPPALLY HOUSE

T.V.PURAM P.O VAIKOM

KOTTAYAM,KERALA

PIN: 686606

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**+91 9895179562**

**+91 9539419953**

**CAREER OBJECTIVES**

Seeking a challenging position in a reputed organization where I can apply all my knowledge and experience.

**ACADEMIC QUALIFICATIONS**

* Completed Graduation in Bachelor of Tourism Studies from SREENARAYANA ARTS&SCIENCE COLLEGE

( MG UNIVERSITY )(March 2015)

* Completed Diploma in Computer Hardware & Networking Engineering(March 2012)

**TECHNICAL KNOWLEDGE**

* **OPERATING SYSTEMS** : WINDOWS 9X, WINDOWS XP, 7 & 8
* **OFFICE PACKAGE** : MICROSOFT WORD ,EXCEL,POWERPOINT,OUTLOOK EXPRESS
* **GRAPHIC TOOL**: ADOBE PHOTOSHOP, PAGEMAKER, AFTER EFFECT, PREMIERE
* **INTERNET :** (Extensive knowledge of Internet)

**PROFESIONAL EFFICIENCIES**

* Pleasing Personality
* Excellent communication and writing skills
* Able to work in shifts
* Typing Speed of 45 WPM (ENGLISH)
* Responsible for Other Duties as assigned
* Multi line telephone controlling
* Documentation and filling
* Can work under tough deadline

**WORK EXPERIENCE**

**FRONT OFFICE EXECUTIVE in HOTEL WHITE GATE RESIDENCY, VAIKOM**

**(3 STAR)- 5 month**

***Job responsibilities:-***

* Handling EPABX System
* Handling incoming & outgoing phone calls records
* Maintain Fileing record & Taking Care at all the correspondence
* Handling Courier incoming / outgoing
* Maintaining Stationary and attendance Register
* Arrangement for internal meetings / conference room
* To solve guest complaints
* Data entry and all typing work
* Team working
* Self-control handling complaints
* Good relationship skill

**SALES & SERVICE EXPERT IN HIGH-TECH SOLLUTIONS, VAIKOM (MARCH 2012)1 year**

***Job responsibilities:-***

* Efficient Troubleshooter and Problem solver
* Ability to serve and communicate with different types of customers efficiently
* Can solve complex system problems in minimum time.
* Performing Computer Installation and Operating System Configuration
* Installation of Software and Hardware Components
* Able to install Windows, Antivirus Applications and Patches
* Ability to work with different types of Operating Systems

**PERSONAL INFORMATION**

DATE OF BIRTH : 12TH FEB, 1992

MARTIAL STATUS : SINGLE

GENDER : MALE

LANGUAGES KNOWN : MALAYALAM, ENGLISH, HINDI

**REFERENCE**

Available on request

**DECLARATION**

I hereby further declare that all statements made in this resume are true, complete and correct to the best of my knowledge and belief

DATE:

PLACE: VINEETH V