






# VISHNU DATTA R

 [linkedin.com/in/vishnu-datta-r-90899923b](https://www.linkedin.com/in/vishnu-datta-r-90899923b)

## My Contact

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 #575, 75th 'D' Cross, 6th Block,  
Rajajinagar,  
Bengaluru - 560 010, Karnataka,  
India

## Skills

- Communication
- Honesty
- Relationship Building
- Time Management
- Motivation
- Team Player
- Active Listener
- Adaptability
- Trust & Safety
- Flexibility
- Hard Working

## EXPERTISE

- Adapting to changing circumstance
- Can pick up new skills quickly
- Always keen to learn new concepts

## Technical Competencies and Certification

- MS Office Word & PowerPoint
- MS Excel - Basic & Advance
- SAP Fico
- Tally Prime - Comprehensive levels

## About Me

Willing to work in a challenging and responsible position & willing to contribute to the growth of the organization and at the same time expecting to enrich my skill sets & knowledge with the aid of the organization.

## Professional Experience

**EGlobe Infra Solutions** | Sales and operations

Present

Bangalore, India

### Key responsibilities:

- Preparing reports on timely basis.
- Preparing Quotes for customers.
- Raising Work order on distributors.
- Generating invoices.

### UPAYUKTH [NGO]

08/2021 - 10/2021

Bangalore, India

### Key responsibilities:

- Worked as a volunteer and participated in awareness programs as a part of internship which was assigned by college.
- Participated in community service program and involved in projects and tasks assigned by NGO.

## Education Background

- **Seshadripuram Institute of Commerce and Management**

*Bachelor of Commerce B.COM (Finance & HR)*  
Completed in 2022  
8.63 (CGPA)

- **KLE Society's S Nijalingappa College**

PUC (MSBA)  
Completed in 2019  
73.16 %

- **BMS English School**

SSLC  
Completed in 2017  
79.84%

## LANGUAGES KNOWN

- English  
Full Professional Proficiency
- Kannada  
Full Professional Proficiency
- Telugu  
Professional Working Proficiency
- Tamil  
Limited Working Proficiency

## Participation and Volunteer Work

- Participated in college events, webinar and fests.
- YRC volunteer since 2019.
- Worked as volunteer for Blood donation camp.

## Personal Details

Fathers Name : Ravi N  
Mothers Name : Anitha B V  
Date of birth : 28-Jul-2000  
Nationality : Indian  
Marital status : Single

## Hobbies

- Listening music
- Photo and video editing

## Declaration

I do hereby state that all the details are accurate to the best of my familiarity and confidence.

Place: Bangalore  
Date :

[Vishnu Datta R]