**SUDHEESH.S.V.NAIR S V HOUSE**

**E-mail:sudheeshsvnair68@gmail.com PUNNAMAN PANGAYIL**

**Mobile: 9605010901 VATTAKKULAM**

**9074609204 ARUVIKKARA.P.O**

**THIRUVANANTHAPURAM**

**PIN: 695564**

**OBJECTIVE**

To utilize my efficient technical and leadership qualities in an organization, offering Competitive environment and development with power of confidence. To obtain a position in a professional office environment where my skills are valued and can benefit the organization. Ideally, I wish to have a focus in Business Process Outsourcing for a growing as well as reputed organization

**EDUCATIONAL QUALIFICATIONS**

1. **General**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the course and board** | **Name of the institute** | **Year of passing** | **Percentage of marks secured** |
| Degree  (B.A Sociology) | Kerala university | 2017 | 45% |
| H.S.S  (Higher Secondary Board) | G.V.H.S.S VELLANADU | 2009 | 71.7% |
| S.S.L.C  (GENERAL Ed.Dept) | G.H.S.S.ARUVIKKARA | 2007 | 85% |

1. **Technical Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the course and board** | **Name of the institute** | **Year of passing** | **Percentage of marks secured** |
| Diploma in Electronics Enggineering  (Technical Board) | CPTC, Thiruvananthapuram | 2012 | 62% |

**COMPUTER SKILLS**

* Know the basic knowledge of internet usage
* Operating Systems: Windows 98/2000/XP/W7
* Know the basic knowledge of MS office
* Know the basic of computer hardware
* Language : Basics of C,C++
* Software’s :MPLAB,ORCAD,VLSI
* Hardware and networking

**AREAS OF INTEREST**

* Office management
* Accounting
* administration
* Sales
* team management

**PERSONAL SKILLS**

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with the people diplomatically, willingness to learn, lead group. Good analytical and logical skills.

**EXPERIENCE**:

* Worked as Office administrator cum Teacher in Sree Bhadra Vidyalayam from 2013 to 2018
* Worked as Current Account sales officer in HDFC BANK karamana branch from 2019 to 2020
* Currently working as sales executive in Canara HSBC OBC Life Insurance Company LTD, Trivandrum

**LANGUAGE SKILL:** English, Hindi, Malayalam

**REFERENCE :**

Manju D.R Principal SREEBHADRA VIDYALAYAM, MANNARAMPARA

Ph: 9745330453

Mahesh Cherian Mathew BRANCH SALES MANAGER HDFC BANK, KARAMANA

Ph: 9747558525 E-mail: [Mahesh.mathew@hdfcbank.com](mailto:Mahesh.mathew@hdfcbank.com)

Deepak Sudhakaran Area Sales Manager CHOICE TRIVANDRUM

Ph:9526683442 E-mail:deepak.sudhakaran@canarahsbclife.in

**PERSONAL DETAILS**

Date of Birth : 08-08-1991

Gender : Male

Marital Status : Single

Religion & Caste : Hindu, Nair

Nationality : Indian

Place: **TRIVANDRUM**  **SUDHEESH.S.V.NAIR**