

JITHIN VISHNU C.T

S.CHELLANAM • KOCHI, KERALA • +91 9633833433 •
jithinvishnu@gmail.com

- Strong academic background in IT combined with excellent internship experience as a help-desk analyst.
- Consistently recognized for technical troubleshooting skills used to rapidly and cost-effectively resolve challenging technical issues.
- Swift learner and master new technology; equally successful in both team and self-driven settings; and proficient in a range of computer systems, languages, tools and testing.

EDUCATION

B.A Economics Raveendra nada tagore university	Year 2019
B.A English Cochin Collage M.G University,	Year 2009
Plus Two Humanities SDPY BHSS, Cochin, Kerala	Year 2006
S.S.L.C S.T Marys HS, Cochin, Kerala	Year 2004

Key Skills

- Tally, ERP,SAP
- Human Resources Administration
- Sales & Stock Management
- Payroll, Accounting & Finance
- Employment Planning & Budgeting
- Organizational Behavior & Development
- Effective Communication

PROFESSIONAL EXPERIENCE

Accounts Asst | Acer India Pvt Ltd| Cochin | September 2010 – 2015

Responsibilities:

- Data Entry of Banks, Cash & other Various Expenses
- Cheque & Voucher printing
- Bank reconciliation
- Issuing cheques to various parties
- Daily Banking & Cash Transitions...

Office Coordinator | Best IT World I Pvt Ltd (iBall)| Cochin | Sep – 2015- Nov 2020

Responsibilities:

- Maintained employee data and kept updated accounts of all employment records.
- Assisted in recruiting and training of new employees for the marketing and IT teams.
- Administered payroll information, compensation materials, and benefits programs.
- Supported daily operations of sales department.
- Branch Incentive works.

Service Coordinator | Technoline Systems & services | Cochin | Nov – 2020

Responsibilities:

- Coordinating Team of service
- Preparing Weekly meeting
- Managing accounts of clients(Gov and highly Imp Customer) and Handling a perfect relation
- Handling Services planning, record keeping & billing
- Effectively supervised day to day front end operations of a busy customer service department
- Handling Services planning, record keeping & billing

PERSONAL DETAILS:

Date of Birth : 02-10-1989
Gender : Male
Marital Status : Married
Languages : English, Malayalam
Address : Chaleparambil, Harsham, S.L Puram P.O, N.mararikulam, Cherthala,
Kerala – 688523

Place: Cherthala
Date:

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