

# MIDHUNRAJ K V

## ABOUT ME

Seeking responsible assignments where the job demands challenging efforts and endless aggressive touch of innovative talents, professional skills will be prime motive towards the success of personal and organizational objectives.

## CONTACT PERSON



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## EDUCATION

### • 2019 - now

#### **Degree - BCOM (Co-operation)**

Indira Gandhi National Open University

### • 2020 - 2021

#### **Graphic Designing and Video Editing Course**

Avodha.com

### • 2015 - 2017

#### **+2 (VHSE) - Computerised Office Management**

A.K.A.S.G.V.H.S.S. Payyannur

### • 2014 - 2015

#### **SSLC**

G.H.S.S. Korom

## LANGUAGES

Malayalam



English



Hindi



## EXPERIENCE WORK

### 2017 - 2018

#### **Technician Apprentice**

(Vikram Sarabhai Space centre (ISRO), Trivandrum)

- Data entry operation
- File Management
- Preparing Salary slips
- Issuing appointment/ confirmation letters to staff

### 2019 - now

#### **Office Assistant on contract basis**

Liquid Propulsion System Centre (ISRO), Valiamala

- Planning, implementing & evaluating employees relation and human resource policies, program and practices.
- Responsible for the purchasing goods to ISRO.
- Participating in Tender and Purchase Order, Work Contract related works
- Experienced in GEM portal & COWAA related works
- Office and file management.

## SKILL

Data Entry operator



MS Office



Adobe Photoshop



ERP Tally 9.0



Corel Draw

