



Easwaran.P

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Objective:

To be a part of well – known challenging organization in a good position having a scope for utilization of skills, which would exploit my full potential and talent.

Summary:

- Data Entry Operator
- Customer support executive
- Import / Export Coordinator
- Graphic Designer

Strengths:

- Hard working
- Learning Skill
- Communication
- Commitment to work & organization

Personal Information:

Date of Birth : 18/04/1984
Sex : Male
Nationality : Indian
Marital Status : Married
Religion : Hindu

Educational Qualifications:

- Matriculation from Jawahar Navodaya Vidyalaya (C.B.S.E).
- Pre Degree (Commerce) from Jawahar Navodaya Vidyalaya.
- Diploma in Hardware Engineering with computer application from IIHT, Manglore.
- B.com from CV Raman University.

Computer Knowledge

- Designing: Adobe Photoshop, Adobe Illustrator & Corel Draw.
- Drawing: Autocad 2D and 3D.
- Hardware: Software Installation, troubleshooting, etc.
- MS Word, Excel, PowerPoint, Windows Xp, Win-7, win-8, Win 10, Ubuntu.
- Advanced Excel, Macros & VBA

Professional Experiences:

- Worked as Senior Executive (Operations) with M/s Aegis Customer Support Services Pvt. Ltd, Whitefield, Bangalore from September 2016 to March 2019.
Responsibilities: Customer Support, Voice process (Inbound and Outbound in English and Malayalam.)

- Worked as Data Analyser with M/s. Getmyuni.com at Koramangala, B'lore, From October 2015 to July 2016. (Home based Part Time Job)
Responsibilities: Data Analysing, Quality Checking & Data entry.
- Worked as Import-Export Co Ordinator in M/s. Jay Group of Companies at Cox Town, B'lore, From May 2010 to Sep 2015.
Responsibilities: Coordinating Exports and Imports, Data entry & Graphic designing.

Languages Known:

- English, Hindi and Malayalam (Read, Write and Speak)
- Kannada & Tamil (Speak)

Other Personal Interests:

Reading, Music, Creative Writing, Drawing, Drama & Movie.

Declaration:

I hereby declare that the above furnished information's are true to the best of my knowledge and belief.

Place: Bangalore

Date: 24 Aug. 2019

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