

VINI VIJAYAN

Al Karama, Dubai UAE

0547332400 | vinivjn2@gmail.com

OBJECTIVE

To secure a responsible career opportunity to fully utilize my knowledge and skills, while making a significant contribution to the success of the company.

EXPERIENCE

Gliya Bajaj Two Wheeler Show Room, Trivandrum

2019 - 2023

Receptionist

Meeting and greeting clients.

Manage automotive dealership clerical duties, including filling paperwork and answering and forwarding phone calls.

Dr. GR Public School

2016 - 2018

Computer Teacher

Tested and evaluated student progress to determine effectiveness impact of teaching methods, material and projects.

Supported students with helpful study habits and exam strategies.

Sree Chithira Thirunal School

2014 - 2016

Office staff

Performs clerical duties including typing, filing and completion of simple forms.

Maintaining filing systems either manually or electronically.

EDUCATION

Sivaji College of Engineering and Technology

2013

BE Computer Science

77.5%

St. Johns HSS

2009

Plus Two Biology Science

84.5%

St. John's HSS

2007

SSLC

94%



PERSONAL DETAILS

Date of Birth : 28/06/1991

Marital Status : Married

Nationality : Indian

Passport : W5926095

Visa Status : Visit Visa

SKILLS

Customer Service



Teaching Assistant Expert



Computer Savvy



MS Office Suite



LANGUAGES

English

Malayalam

Hindi -Read and write

INTERESTS

Reading books

Listening Music