



VINEETHKUMAR.K.M

Functional resume

PERSONAL SUMMARY

A real team player who is able to cover general administrative and clerical duties, provide excellent customer service and efficiently perform run of the mill office work like maintaining computerised and manual records. Flexible with both hours and tasks undertaken, reliable and trustworthy and always having a positive attitude. Laura is able to act as a first point of contact and deal with enquiries from members of the public and colleagues. Always willing to get involved & makes an effort to understand the work of others. Now looking for a suitable position.

KEY SKILLS AND COMPETENCIES

Administrative attributes

- Searching and interrogating electronic and manual databases.
- Receiving, sorting and distributing incoming/outgoing mail.
- Preparing advance and post meeting paperwork.
- Experienced in the use of database and word processing software.
- Completing all records and documentation legibly and correctly.

Personal attributes

- Committed to learning and self development.
- Self-motivated, proactive, able to use initiative and take responsibility.
- Excellent standard of literacy and numeracy.
- Good communication and listening skills.
- Flexible and able to adapt to changing priorities.
- Able to convey oral & written information clearly and accurately.
- Having a fast moving 'can do' attitude.

Office Management attributes

- Possessing a responsible, mature and professional attitude.
- Ability to work in an anti discriminatory manner and to treat people with respect.
- Organising daily tasks to priorities and deadlines.
- Awareness of equalities issues and anti-discriminatory practice.
- Excellent organisation, planning and prioritisation skills.
- Approaching tasks with confidence and clarity & able to work using own initiative.

CAREER HISTORY

ADMINISTRATIVE *Company name :ZENER- Location:Ruweis*
ADMINISTRATIVE *Company name :TYCO- Location:Ruweis*

ACADEMIC QUALIFICATIONS

BSc Electronics Kannur University 2004-2006

REFERENCES – Available on request.

AREAS OF EXPERTISE

Reception duties

Answering phone calls

Data entry

Administrative procedures

IT skills

Filing

Minute taking

Letter writing

Diary management

Data mining

Report writing

VISA STATUS

Golden visa

PROFESSIONAL

Advanced First Aid

Team player

Multi tasking

Presentable & articulate

PERSONAL DETAILS

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