




Varun Nandakumar

588581576  
nvarun158@gmail.com 



Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Personal Details

- Date of Birth : 01/06/1998
- Marital Status : Unmarried
- Nationality : Indian
- Passport : V6 174845 (Date Of Issue - 14/01/2022), (Date Of Expiry - 13/01/2032)
- Gender : Male

Languages

- English
- Malayalam
- Hindi

Interests

- Listening Movies
- Reading Books
- Writing Stories

Education

- **Pandit Ravishankar Shukla University Raipur Chhattisgarh** 2017-2020
BA Economics
- **Government Of Kerela** 2015-2016
Plus Two (Higher Secondary)
- **Government Of Kerala** 2014
SSLC(Secondary School Leaving Certificate)

Skills

Written communication Microsoft Office , MS Office Customer Handling Proactiveness
Confidentiality Internet and Mailing Active Listening Interpersonal Communication

Experience

- **Kerala Matrimony** 2022 June - 2022 August
Relationship Executive
Connecting with potential clients and guiding them through the matchmaking process.
Assisting clients with profile creation, ensuring completeness and accuracy.
- **Lahej & Sultan (Dubai ,United Arab Emirates)** 2023 November - Present
Security Guard

Patrolling premises, monitoring surveillance systems, controlling access, responding to emergencies, and reporting incidents

Incident Reporting, Responsible for accurately documenting and reporting any incidents, security breaches, or suspicious activities.

Maintaining Log Books:

Keep detailed records of all incidents, visitor logs, and other relevant information.

Submitting Reports:

Submit regular reports to supervisors or management regarding their observations and activities.

Personal Strengths

- Great Team Player
- Attention to detail
- Organization Skills
- Adaptability
- Time Management and Team Work

Declaration

- I hereby declare that all the information mentioned above is true to the best of my knowledge



VARUN NANDAKUMAR