

Moosarikandy House, Koodathay Bazar Post,  
Thamarassery Vai, Calicut, Kerala 673 573.

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3+ Years of Experience



## VRINDA M K

### PERSONAL SUMMARY

A Responsible, intelligent, positive and hardworking individual who is strives to achieve the highest standards at any given assignment, which will enable me to apply my skills effectively for the growth of the organization. I enjoy learning new things, and have the experience in handling customer complaints and solving problematic situations.

### AREAS OF EXPERTISE

- Customer trends
- Business models
- Business Developing
- Developing ideas
- Project management
- Data management

### CAREER HISTORY

August 2015 – Present **office assistant with admin** at “Calicut Landmark Builders and Developers (india) Pvt Ltd”, a Build & Construction Company.

#### *Key Plans*

- Focusing on business developing works
- Keeping records of information, processing customer accounts & file documents
- Managing filing system.
- Updating paper works, maintaining documents and word processing such as mailing list, contact lists & client information.
- Preparation of paper works
- Updating all data in High rise Software like new entry etc...
- Answering customer enquiries or passing them on to the appropriate department.
- Devising and presenting ideas and strategies.
- Assist in maintaining electronic and physical employee files.
- Take and accurate messages. Monitor incoming mail, scan and copy documents.

June 2014 worked as a “web designer” in DETAILZ TECHNOLOGIES, Calicut, Kerala

- Web Designer
- Site designing using PHP

#### KEY SKILLS

- Excellent commitment, Dedication and planning towards goal oriented tasks.
- Good interpersonal skills and Ability to work well as part of a team.
- Having a creative approach to problem solving.
- Identifying and then generating leads.
- Ability to sustain and deliver overlong term sales cycles.
- Ability to work under pressure with also team.
- Time management
- Positive Attitude, Creativity and adaptability
- Customer service

#### TECHNICAL KNOWLEDGE

- Computer science fundamentals
- Proficient in Microsoft Office application()
- Adobe Photoshop

#### ACADEMIC

Srinivasan Engineering College, Thirichirapally Tamilnadu  
Computer Science engineering 2010 -2013

Mapla Vocational Higher Secondary school Koyilandy  
Vocational Higher Secondary Education 2007-2009

St. Mary's high school Koodathai  
10<sup>th</sup> Standard - 2007

#### LANGUAGES

English - Professional Proficiency  
Malayalam - Native Proficiency  
Tamil: Limited Working Proficiency

#### PERSONAL INFO

Date of Birth : 14.07.1991  
Marital Status : Married  
Passport No : L 3662912  
PAN : BAGPV927IF  
Blood Group : A+

#### REFERENCES

Available on request

#### Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

VRINDA M K