

# Vishakh Muthathyan

Master of Business Administration

An independent and self-motivated post graduate with proven and tested negotiation, HR and marketing skills.



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## WORK EXPERIENCE

### Senior Associate

Wipro Ltd

03/2019 - 02/2021

Bangalore

Wipro Limited is an Indian multinational corporation that provides information technology, consulting and business process services.

Achievements/Tasks

- Awarded as best performer (productivity & quality) of the month by client outstanding performance
- Awarded as best performer (quality) of the quarter by client for best performance
- Promptly respond to the customers queries via email and uchat.
- Maintain client relationships for business and help the team in achieving target.
- Perform functions such as data entry, data management and retrieval.
- Document verification.
- Approving payment status.
- Quality check.
- Provide help and assistance to newcomers.

### Barista

Starbucks UAE

05/2022 - 03/2024

Sharjah

Starbucks UAE (MH Alshaya Group) Starbucks Corporation is an American multinational chain of coffeehouses and roastery reserves. It is the world's largest coffeehouse chain.

Achievements/Tasks

- Customer service
- POS
- Sales
- Hospitality
- Product Management
- Beverage Making
- Quality of service

## EDUCATION

**Master of Business Administration. HR & Marketing**  
Shree Devi Institute of Technology Mangalore Karnataka

08/2014 - 06/2016

### B.COM

Payyanur College Payyanur

05/2011 - 04/2014

Kannur University, Kerala.

### Visa Staus

Visit Visa

## SKILLS

Excellent communication skills with a focus on team building and customer relations

Outstanding organizational, multitasking and problem solving abilities.

Well knowledge of Microsoft Office Programs (Word, Excel, PowerPoint)  
Starbucks COFFEE ACADEMY

Customer service, sales, hospitality, product management, POS.

## PERSONAL PROJECTS

"The promotional strategies of Raymond with reference to Raymond showroom Forum Fizza Mall Mangalore"  
(05/2016 - 06/2016)

## ACHIEVEMENTS

Starbucks Certification Coffee Academy and Barista

Wipro & Uber Freight I receive client appreciation for my work quality, consistency, and an extra miler on my work.

Cricket. Represented Kannur district cricket team. Represented Kannur University cricket team. Represented Kannur district in Kerala state inter school athletic championship.

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Professional Working Proficiency