

VISHNU THAMPI

(INDIA)

CONTACT

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EXPERIENCE

June 2017 -
Still Working

OFFICE ASSISTANT

Association for Health &
Environmental Protection

- Handling incoming calls and other communications, Managing filing system.
- Updating paperwork, maintaining documents, and word processing.
- Maintaining office equipment as needed., Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.
- Answering and directing phone calls, Scheduling appointments and meetings for other employees, Managing office supplies.
- Helping manage the office correspondence
- Performing general clerical and administrative tasks
- Monitor level of supplies and handle shortages

May 2014-
May 2016

DATA ENTRY OPERATOR

Kerala Motor Transport Workers Welfare
Fund Board (Govt of Kerala)

- Plan meetings and take detailed minutes.
- Develop and maintain a filing system
- Proficiency in MS Office (MS Excel and MS PowerPoint in particular)
- Knowledge of office management systems and procedures
- Preparing Staff Salary Bills in SPARK Software

PASSPORT

Passport No : W1497287
Place of Issue : Trivandrum
Date of Issue : 06-07-2022
Date of Expiry : 05-07-2032

OBJECTIVE

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

SKILL

Documentation/reporting

Verbal & Written Communication

Strong organisational skills

Decent typing speed

Operate Standard Office Equipment

LANGUAGE'S

English

Malayalam

Hindi

EDUCATION

- **BA Sociology**
IGNOU University
Passed year- 2019
Percentage - 64
- **Plus Two**
Passed year- 2008
Percentage - 62
- **SSLC**
Passed year- 2006
Percentage - 60
- **Diploma in Computer Application**
Keltron
Passed year- 2013
Percentage - 68
- **Diploma in Computer Hardware & Networking**
LBS Centre for Science & Technology
Passed year- 2010
Percentage - 63

AREA OF EXPERTISE

- File Maintenance
- Quality Control
- Efficient Calendar Management
- Records Management
- Organisational Skills
- Knowledge of “back-office” computer systems
- Thorough understanding of office management procedures
- Proficiency in MS Office, Adobe Photoshop, Adobe Pagemaker.

September
2012-
March - 2013

DATA ENTRY OPERATOR

**Punnathala Service Co operative Bank
(Govt of Kerala)**

- Perform data entry and maintain accurate records of financial transactions. Process and reconcile invoices and bank statements.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry