

# VIVEK M



## CAREER OBJECTIVE

Work and learn that contribute best for the growth of the Organization by continue developing and sharing my skill ability.

## EDUCATION

**2019–2022**

BA • ECONOMICS • M G UNIVERSITY •  
NSS COLLEGE, CHANGANASSERY


**2017–2019**

12<sup>TH</sup> • COMPUTER SCIENCE • KERALA STATE BOARD •  
D.B.H.S CHERIYANAD, CHENGANNUR.

**2016–2017**

10<sup>TH</sup> • KERALA STATE BOARD • D.B.H.S CHERIYAND,  
CHENGANNUR.

## CONTACT

 KALATHIL (HO),  
PENNUKKARA(PO),  
CHENGANNUR,  
ALAPPUZHA, KERALA PIN :  
689520

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## PROFESSIONAL SKILLS

- Design, Conduct and Interpret research and statistical.
- Apply an evidence based approach to problem.
- Communicate finding using models, charts and graph.
- Research and survey.
- Statistical modelling.
- Quantitative and Qualitative Analysis.
- Communicate research findings using clear, accurate, concise writing.
- Good communication skill.

## KEY SKILLS

- Documentation, Customer Service, Call Management, Guest Attendance, Interpersonal Skill, Conflict Resolution, Time Management, Appointment Scheduling, Inventory Management, Organization, Situational Handling, Problem Solving, Dependability, Work Under Pressure, Professional Phone Etiquette, Multitasking

## SKILLS & ABILITIES

- **TECHNICAL SKILLS:** Analytical Skill, Statistical skill, Problem Solving, Mathematical skill.
- **NON – TECHNICAL SKILLS:** MS-Word, MS-PowerPoint, MS-Excel, Report Writing, Public Speaking, Numerical Skills.
- **LANGUAGES KNOWN:** English, Malayalam, and Tamil.

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## PROJECT

- DYNAMIC ISSUE AND PERSPECTIVES ON CHANGES ON FOOD CONSUMPTION PATTERN IN KERALA – A CASE STUDY OF CHANGANACHERRY MUNICIPALITY.

## EXPERIENCE

- **SALES / BILLING – 17/06/2021 TO 08/05/2022**  
Experience of 1 year as a Sales cum Billing Staff in ALAPPUZHA PRAVASI KOOTAYMALLP [VENICE MART SUPERMARKET].
  - **RECEPTIONIST / FRONT OFFICE EXECUTIVE – 01/06/2022 TO PRESENT.**  
Currently working as a Receptionist / Front Office Executive in AS HOMES AN APPARTMENT HOTELS, ERNAKULAM (KERALA).
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## ADDITIONAL DETAILS

- Have been a cadet in NCC (National Cadet Corps) for past 7 years (achieved both ‘A’ Certificate, ‘B’ Certificate, and ‘C’ Certificate)
  - Playing football.
  - Have participated in various cultural programs and won prizes at the school and college level.
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## DECLARATION

I hereby declare that the above provided information is true to the best of my knowledge and belief.

Place: Chengannur

**VIVEK M**