



# VISHNU K V

## ADMIN

Accomplished Experienced Administrative Assistant with 4 years of experience redesigning and streamlining document filing processes. Seeking to leverage knowledge of office systems and the ability to simplify processes to provide comprehensive support for all day-to-day operations. With strong problem-solving and multitasking skills, I deliver exceptional productivity and customer service to help teams stay on track and strengthen workplace efficiency. I am eager to join an established organization that encourages professional growth and development..

## CONTACT

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📍 Kunnakkala , Vishakham(H) ,  
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P.O, Aluva  
Pin : 683102

## EDUCATION

2017 - 2020

### **Mahatma Gandhi University**

Bachelor in Computer Application

2016 - 2017

### **Govt. Polytechnic College**

Professional Diploma in Computerised  
Instrumentation

## SKILL

- Confident, Team Player, Reasoning ability, Leadership, Excellent presentation skills, Active
- listening, Time management, Problem solving skills and interpersonal skills.

## WORK EXPERIENCE

### **Office Administrator II**

**Speridian Technologies, 2023 - Now**

Oversee the day-to-day functioning of the office, ensuring that administrative process run smoothly. Provide support to staff and management, including handling correspondence, preparing documents, and scheduling meetings. Manage communication channels, such as phone calls and emails.

### **Admin Assistant/Document Clerk**

**Export inspection Agency Kochi(Govt.Of India), 2022 - 2023**

Comprehensive administrative assistance to Management. Agenda follow-up, receives and verifies data entered into computer system to ensures accuracy of all data recorded. Also invoices orders to the customers.

### **Team Leader**

**Gulf Warehouse Company(Qatar) , 2021**

Provides guidance and instruction to a working group about a project or portfolio of projects. Managing for employees, tracking inventory, creating reports for management and ensuring production goes smoothly.

### **Admin Assistant**

**Volvo Pactmachines Pvt Ltd , 2020 - 2021** Customer

Service. Employee management. Attendance at the front desk & help desk. Check-in and check-out book organization. Also responsible for providing post-purchase support, contacting customers, and ensuring they are satisfied.