



# Vaisakh Krishnan A

Alappuzha, Kerala

9207551809 | vaisakhkrishnan0728@gmail.com

## Objective

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

## Education

- **Colleg of Applied Science ( IHRD)** 2022  
Bachelor of Business Adminstration
- **K V S H S S Muthukulam** 2019  
Higher Secondary
- **S K V H S Pathiyoor** 2017  
SSLC

## Projects

- **The Impact Of Performance Appraisal On Employee Productivity**  
The project was done at KERALA STATE COIR MACHINERY MANUFACTURING COMPANY LIMITED ALAPPUZHA. It was helpful to understand the work environment of the organization and also there by provide a first-hand practical experience.

## Experience

- **Prabha Engineering pvt Ltd Pune** Feb 2023 - Aug 2023  
ADMINISTRATIVE ASSISTANT
  - Handling administrative requests and queries from senior manager.
  - Order office supplies and research new deals and suppliers.
  - Answer and direct phone calls.
  - Write and distribute email.
  - Arranging meetings, appointments, and executive travel.
- **Ashok Leyland** May 2024 - Nov 2024  
PRODUCTION WORKMEN
  - Operate production machinery and equipment.
  - Maintain a clean and organized work area.
  - Follow safety guidelines and procedures.
  - Perform quality control checks and Monitor production to ensure quality standards are met.
  - Record production data and information.

## Skills

- Proficient in operating production machines and equipment.
- Strong attention to detail.
- Excellent problem-solving skills.
- Ability to work both independently and in a team environment.
- Time Management.
- Problem Solving.
- Calendar Management.
- Customer Service.

## Languages

- English
- Tamil
- Hindi