



# MANOJ VIJAYAKUMAR

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

- **Buemer Group**  
23/12/2015 - 26/07/2020  
Mechanical Technician  
Working as a mechanical technician for Conveyor belt
- **essential enterprises alappuzha**  
15/09/2020 - 30/11/2021  
Office assistant  
Overseeing clerical tasks, such as sorting and sending mail  
Keeping an inventory of office supplies and ordering new materials as needed  
Maintaining files  
Welcoming visitors to your office  
Answering phone calls  
Ensuring the office runs smoothly  
Scheduling meetings and sending meeting invites to attendees

## EDUCATION

- **From Board of Senior Secondary Examination, Kerala**  
2017  
SENIOR SECONDARY EDUCATION
- **GSMMGHSS, SL.PURAM, KERALA, INDIA**  
2009  
HIGH SCHOOL

## ADDITIONAL INFORMATION

Passport Number : L6113612  
Date of issue : 31/11/2013  
Place of issue : Cochin  
Date of expiry : 12/11/2023

## CONTACT

- @ manojnivasmanoj208@gmail.com
- ☎ 0505180721
- 📍 Deira, Dubai
- in <https://www.linkedin.com/in/manoj-vijayakumar-295379157>

## SKILLS

- MS Office
- Data entry
- Tally ERP9

## LANGUAGE

- English
- Malayalam
- Tamil

## PERSONAL DETAILS

- Date of Birth : 30/11/1993
- Marital Status : Married
- Nationality : Indian