



## **Vishnu K.S.**

### **Office Assistant cum Data Encoder**

Habib Bank Buiding, Al Falah City  
Abu Dhabi

Email: [kshivshnu333@gmail.com](mailto:kshivshnu333@gmail.com)

Mobile: +971 05 0940 5272

## **Employment History**

- **M.E.S. College of Arts and Science.**
  - **Computer Operator cum Office Assistant.**
  - **May 2015 - March 2016** (An academic year).

### **Responsibilities:**

- ✓ Maintaining of records and registers related office and other management process.
- ✓ Daily bank operations.
- ✓ Incharge of computer lab and peripheral devices.
- ✓ Computer OS/Hardware/Software trouble shooting.
- ✓ Making of attendance sheet/ Mark sheet/ Progress card etc to digital documents using MS Excel/MS Office and other MS Windows applications.
- ✓ Conversion of all types of hard copy data to digital.
- ✓ Handling of CCTV operations of campus.

- **India Posts**
  - **Mail Deliverer** (on contract).
  - **August 2016 - September 2021.**

### **Responsibilities:**

- ✓ Delivery of all types of postal articles.
- ✓ Doorstep payment bank operations.

## **SKILLS**

- ✧ Desktop Support.
- ✧ Technical Support.
- ✧ Data encoding.
- ✧ Office Management.
- ✧ In-depth knowledge of Windows OS(7&10).
- ✧ Networking knowledge in RHCE.
- ✧ Good knowledge in MS Office Excel/ MS Office.

## **LANGUAGES**

- ✧ English
- ✧ Hindi
- ✧ Malayalam (Native)
- ✧ Tamil

## Education

### ✧ Bachelor of Computer Applications (B.C.A.)

- Period : July 2011 to April 2014.
- Institution : Mahatma Gandhi University, Kottayam, Kerala, India.
- Subject : Computer Applications.

### ✧ Computer Science (Secondary Board - Plus Two).

- Period : May 2009 to April 2014
- Institution : Public Board of Secondary School.
- Subject : Computer Science.

## Achievements

- R.H.C.E. course completed from I.P.S.R. Solutions LTD, Kottayam.
- Web designing course completed with certificate from C-DIT.

## Personal Attributes

- Strong analytical and problem-solving skill.
- Well organized and extremely detail - oriented.
- Strong customer service ethic and great communication skills both oral and written.
- Passionate about delivering quality no matter what I doing.
- Can work both or independently and in a collaborative team-oriented environment.
- A self starter, motivated to push the limits and think outside of the box.
- Fondness for solutions that are simple, elegant, and effective.
- Ability to work with and maintain confidential information.
- Ability to manage time and resources to meet or exceed expectations in high-profile situations while maintaining professionalism under pressure

## Personal Details

Gender : **Male**                      Age : **27**                      Marital Status : **Married**

Date of Birth : **12-March-1994**                      Passport number : **R3315665**

**References** : Available upon requests.