

BIJITH KUMAR V H

Flat No: 204. Al Ameera Building
Express real Estate, Corniche
Nearby Alhooth Super Market
Ajman

Mob : +971 52 749 1656
+971 56 730 5045

Bijithhari.jith@gmail.com

Respected Sir/madam,

My name is Bijith Kumar V H and I would like to use this cover letter to introduce myself as a strong candidate for a suitable position available within your organization.

I have 2 year's experience as a **Computer Hardware Engineer** in **SKYNET COMPUTER, INDIA** and 1 year of working experience as **Sales Manager** in **ACCESS IT MALL (Kerala, India)**. More than 3 Years of experience in the field of **Customer Care Executive** in **PROPTIGER(Noida,India),COGENT(Noida,India),RREL (Noida, India)** and **KNACK GLOBAL(Punjab ,India)**. 1 year Experience as **sales and Marketing executive** in **APPLE FURNITURE LLC**.As well as being an energetic person and quick learner, I have a solid education in Higher Secondary. I am also adept in essential MS Office.

I am sure; I can make significant contribution to your organization and expecting the opportunity to meet with you to discuss how my abilities might best be employed by your organization.

Sincerely,

BIJITH KUMAR V H

PERSONAL PROFILE:**Email:**

Bijithhari.jith@gmail.com

Mobile : +971 55 134 5989
+971 56 730 5045

Communication Address

Flat No : 204
Al Ameera Building, Cornacia
Behind Al Ihsan Charity
Ajman

Personal Data:

Gender : Male
Date of Birth : 10/04/1990
Marital Status : Married
Nationality : Indian

Languages Known:

- ❖ English --- Excellent
- ❖ Malayalam --- Excellent
- ❖ Hindi --- Excellent
- ❖ Tamil -----Good

Passport Details

- ❖ Passport No :P6434559
- ❖ Date of issue :20/01/2017
- ❖ Date of Expiry:19/01/2027
- ❖ Place of issue : Cochin
- ❖ Visa type : Spouse Visa

CAREER OBJECTIVE

To pursue a successful, challenging & exciting career while being able to dispense my maximum potential to the benefit of the organization and at the same time acquiring knowledge on the road to success.

TECHNICAL CERTIFICATION

- Certification for excellence in ASP.Net Programming from LCC Computer Education.
- Certification for excellence in servicing computer hardware from Skynet Computers, Perumbavoor
- Certification for excellence in as Computer Sales and Service manager from Access It Mall

PROFESSIONAL SKILL SET

- Software skills : MATLAB
- Programming Languages : C,C++,VB
- Operating Systems : Windows
- PC assembling, Troubleshooting, Maintenance and networking
- Theoretical knowledge
 - Computer Networking
- Laboratory exposure
 - Programming language lab
 - Microprocessor lab
- **Experience**
 - 2 years experience as a computer hardware engineer in Sky Net
 - 1 Year experience as a Sales manager in Access IT Mall
 - 9 months experience as CCE in Proptiger.com
 - 8 months experience as CCE in Cogent
 - 13 months Experience CCE in RR Electricals Ltd
 - 6 months experience as a CCE in Knack Global
 - 1 Year Experience as a staff in Apple Furniture Lcc,Sharjah

STRENGTHS

- Intelligent, Creative, Hardworking
- Energetic, Confident, Optimistic

HOBBIES

- Playing Chess & Listening to Music
- Outdoor games

EXPERIENCE IN BREIF

- 2 Years Experience as a Computer hardware Engineer in Sky Net Computers From Nov -2010 to Sep - 2012 I worked as a computer hardware engineer in SKYNET COMPUTERS, Perumbavoor, Ernakulam, Kerala, India. My job responsibilities are - Computer assembling, Troubleshooting , maintenance and Networking
- 1 Year Experience as a Sales and service manager in Access IT Mall From Sept -2012 to Sept -2013 I worked as a Sales and service manager in ACCESS IT MALL , Perumbavoor, Ernakulam, Kerala, India. My job responsibilities are – to sale the Computers, Convince the customers about the products and price and make maximum profit to the company. Manage the service department.
- 9 months Experience as a Customer care Executive in Proptiger From Oct- 2013 to July -2014 I worked as a Customer care executive in PROPTIGER , Noida, Delhi NCR,India. My job responsibilities are – to make calls to the Builders an take information regarding their projects and updates the software.
- 8 months experience as a Customer care Executive in Cogent E-services pvt ltd From Aug -2014 to May -2015 I worked as a customer care executive in COGENT E- SERVICE PVT LTD ,Noida, UP.My job responsibilities are-to make calls to the customers and help them to submit the KYC to the Fedex .
- 13 months experience as a customer care executive in Ram Ratna Electricals Ltd From June -2015 to Aug- 2016 I worked as a customer care executive in RAM RATNA ELECTRICALS LTD. My job responsibilities are – attend the calls from the customers. Registering their complaints of the company products. Make calls to the service franchisee to solve the complaints as soon as possible.
- 6 months experience as a Customer care executive in Knack Global From Jan-2018 to July -2018 I worked as a customer care executive in KNACK GLOBAL , Mohali, Punjab,India. My job responsibilities are – to make calls to the Health insurance companies in USA and enquire about the pending Claims of health providers. And gain the information regarding the missing documents or any other details which is mandatory to proceed the claim, And inform the same details of the USA health providers and help to submit the details.
- 1 Year Experience as sales And Marketing Executive in Apple Furniture LCC, Sharjah

ACADEMIC DETAILS

Course	Institution / University	Year	Marks (%)
Proffetional Diploma in Network Engineering	Govt.Polytechnic, Kalamassery	2012	68
Plus Two (Computer Science)	M.G.M.H.S.S, Kuruppampady	2007	63
10 th	Govt.V.H.S.S, Iringole	2005	73.5

DECLARATION

I consider myself familiar with computer software, hardware and Networking aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

BIJITHKUMAR V.H.