



**Vishnu K.S.**  
**Office Assistant cum Data Encoder**

Habib Bank Buiding, Al Falah City  
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## 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

