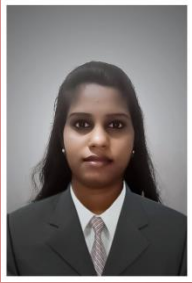


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# VAISHNAVI

Seeking for an industry where my skills and abilities can be both utilized and developed by working together to attain new heights in an effective and innovative manner, and to blend management and professional knowledge to achieve organizational and personal goals.

## EDUCATION

SSLC- 2010  
HSC – 2013  
CERTIFIED COURSE 2014

GOVT. HIGH SCHOOL , PEECHI, KERALA INDIA  
CHALDEAN SYRIAN COLLAGE , KERALA INDIA  
IATA , AERO WINGS INTERNATIONAL SCHOOL COCHIN

## EMPLOYMENT

FEBRUARY 2014 -NOVEMBER  
2014

COMPANY NAME: - RIYA TRAVEL AGENCY , KERALA ,INDIA)  
DESIGNATION : - TICKET AGENCY ASSISTANT ACCOUNTANT

### RESPONSIBILITIES:-

- Ticket booking
- Accounts assistant
- Ticket invoice management

COMPANY NAME: LENOVO SERVICE CENTER (COCHIN , KERALA,INDIA)

DESIGNATION: CUSTOMER CARE OFFICER ( CCO )

### RESPONSIBILITIES:-

- Customer care officer
- Preparing document
- Giving Accounts assistance
- Inventory Management

DECEMBER 2014-JULY 2015

MAY 2019 – APRIL 2021

COMPANY NAME: SAMSUNG SERVICE CENTER (KODUGALLOUR ,KERALA , INDIA)

DESIGNATION: CUSTOMER CARE OFFICER ( CCO )

RESPONSIBILITIES:-

- Customer care officer
- Preparing documents
- Giving Accounts closing
- Inventory Management

SKILLS

COMPUTER SKILLS

MS-WORD, EXCEL, POWERPOINT, EMAIL

PERSONAL DETAILS

CONTACT ADDRESS -

MACHINGATH HOUSE , PEECHI PO , THRISSUR , INDIA ,PIN 680653

DATE OF BIRTH

26/11/1995

LANGUAGES KNOWN

ENGLISH, MALAYALAM, TAMIL & HINDI BASIC

PASSPORT NO

V1002135

EXPIRY: - 14-APRIL-2031

DECLARATION

I hereby confirm that all the above details given by me are true to best of my knowledge and belief. I am also confident that I will perform my duties and responsibilities to your satisfaction and to the growth of the organization.

VAISHNAVI