

VENGADESAN M

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9994138447



CAREER OBJECTIVE

To work in an innovative environment where I could apply my skills & abilities and work for the growth of the company and thereby learning continuously. It is my desire to attain a rewarding and challenging position in the organization.

SKILLS

| | |
|------------------------------|-----------------------------------------------------------|
| Excellent Ms-Office Skills | Understanding Customers Skills |
| Handling Customer Complaints | Strong Customer Service |
| Time Management | Communication Skills |
| My Strength | To be enthusiastic and to perform well. |
| | To understand the situation and act in a suitable manner. |
| | To learn and work hard. |
| | Well interested in problem solving & improvements. |

EXPERIENCE

| | |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jun 2014 to Nov 2015 | Netgrows System Pvt Ltd, Chennai |
| Customer Relationship Executive | <p>Customers are Buying Invitations online these days are very easy. Our company have huge variety of designs for all faith and occasions and also customers custom ideas and designs can be printed at economical prices. Following are the simple process to order invitations from our company and also my role.</p> <p>Step 1: Customers Browse the Catalog and Ask for Quotation to online</p> <p>Step 2: Reply to customers requested quotation</p> <p>Step 3: Providing the wordings / matter / text to be written on the Invitations & 50 % Advance Payment on customer order.</p> <p>Step 4: Finalize the message for Printing Process</p> <p>Step 5: Complete the order Pending Payment in order to start Production process for customers Order.</p> <p>Step 6: The finished product will be send to the respective shipping address according to Customer request.</p> |

Jan 2017 to Apr 2019

Computer Operator

No. 1 Computer, Kumbakonam

(i) Project works

(iv) Online job Works

(v) Online Exam Apply.

(vi) Online Money transfer.

(vii) Online all job works

May 2019 to Dec 2019

QC OPERATOR

Net7 technology, Chennai

i) This is a government project to sub-register offices.

ii) All register land register books should be scanning and quality checking and documentation from systematically using software.

iii) To be finished documentation uplad the server.

Feb 2020 to Still Working

Customer Relationship Executive

Trivasia Tours Pvt Ltd, Kumbakonam

i) My job description meeting with customers to discuss foreign and domestic travel and tour packages.

ii) Calculated travel and accomdation costs within customer budget and offering recommendations for the cost savings such as off-season tours.

iv) Preparing detailed itineraries, including nearby sightseeing tours of historical places, shopping centres, and entertainment.

EDUCATION

| Degree/Course | Institute/ College | University/ Board | Percentage/ CGPA | Year of Passing |
|---------------|------------------------------------|--------------------------|------------------|-----------------|
| MCA | Annai College Of Arts And Science | Bharadhidasan University | 70% | 2014 |
| BSC | Annai College Of Arts And Science | Bharadhidasan University | 71% | 2010 |
| HSC | Government Higher Secondary School | State Board Tamil Nadu | 61% | 2007 |
| SSLC | Government High School | State Board Tamil Nadu | 72% | 2005 |

ACHIEVEMENT

| | |
|--------------------|------------------------------------------------------------------------------------------------|
| Animation Creation | participate inter college animation Creation Competition in district level on studying for MCA |
| NSS CAMP | Participate NSS Camp in Social Services from the village on studying of HSC |

HOBBIES

Yoga

Traveling

Internet Browsing

Reading, Writing

Planting Trees

Chatting Social Media

PERSONAL DETAILS

| | |
|----------------|-----------------------------------------------------------------------------------------|
| Address | Plot No 94,2nd Cross Street, Ammachatram, Thiruvudaimaruthur Taluk, Thanjavur District. |
| Date of Birth | 24/02/1990 |
| Gender | Male |
| Nationality | India |
| Marital Status | Unmarried |
| Language Know | Tamil, English |

DECLARATION

I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance, I can prove myself.

VENGADESAN M