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| Viswanath S  Ajman, UAE  Mobile # 0551909420  Email [viswanath.edava@gmail.com](mailto:viswanath.edava@gmail.com) |  |

**Summary**

To obtain a challenging management or technical position suitable to my skills, experience, and background; to help a successful organization expand further and to help myself grow further professionally.

**Highlights**

* Flexibility.
* High level of customer service skills.
* Experience and knowledge of basic accounting.
* Sound Knowledge about computer operation and troubleshooting.

**Professional Experience:**

**Hindustan Petroleum | HAS fuels (2016-2018)**

Outlet Manager

* Managed the daily operations of the fuel station.
* Oversee the sales, inventory, and staff on a monthly basis.
* Conducted and performed inspections of all the equipment and facilities for safe operation.
* Maintained a clean and customer friendly environment.
* Enforced and implemented strict policies and procedures of the fuel station.
* Perform daily cash settlement of the fuel station.

**Margin free Consumer Bazar (2014-2016)**

Customer service executive

* Ensure vendor management within the area is carried out and properly followed-up.
* Assist customers in selecting the products and perform cashiering.
* Resolve customer’s complaints and assure customer satisfaction.
* Prepare operational reports assigned by Team Manager.
* Train new recruits and colleagues.
* Work closely with Sales, Suppliers, Pricing other support teams.

**Academic Qualification:**

* Pursuing MBA
* Graduate in B.A, Economics
* Diploma in computer science and Engineering

**Linguistic Skills**

* English: Fluent
* Hindi: Intermediate
* Malayalam: Mother tongue

**Strengths:**

* Determined, Hardworking and ability to work patiently at any circumstances.
* Quick trouble shooting on hardware and network side problem.
* Quick learning of new initiatives.
* Ability to work under pressure.

**Personal Information:**

Passport No : L30303

Date of Issue : 16/08/2013

Date of Expiry : 15/08/2023

Gender : Male

Date of Birth : 3 April 1992

Visa Status : Visit Visa

Marital Status : Single

Nationality : Indian

**Declaration:**

 I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility of the correctness of the above mentioned particulars.

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| **AJMAN** | **VISWANATH S** |