

CURRICULUM VITAE

VISAKH CHANDRAN

Email ID : vishakhchandran21@gmail.com
Contact No. : 0528796513
Visa Status : Visit Visa (valid till 24th June)



OBJECTIVE

To establish myself in one of the reputed organizations, where I can work to the best of my abilities and contribute towards the realization of the organization's goal.

CAREER HIGHLIGHTS (4 years)

- Worked as Customer Service cum Sales Coordinator at BLUE MOON SYSTEMS PVT. LIMITED, Kerala for 2 years.
- Worked as Store Keeper at KIDS WORLD TEXTILES, Kerala for 2 years.

STRENGTH

- High sense of commitment and dedication.
- Enthusiastic, Adaptable, Patient, and Friendly.
- Willingness to work hard and learn.
- Honesty and Integrity.
- Punctuality, Leadership and Team work skills.

JOBROLE

Organization : **BLUE MOON SYSTEMS PVT. LIMITED.**

Designation : CUSTOMER SERVICE CUM SALES COORDINATOR (2 YEARS)

- Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information.
- Greet customers warmly and ascertain problem or reason for calling.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Hiring and training sales staff and ensuring staff meet their quotas and goals.
- Managing budgets for expenses like bonuses, marketing, and travel.
- Making the company's products and services as attractive to potential customers as possible.

Organization : **KIDS WORLD TEXTILES**

Designation : **STORE KEEPER (2 YEARS)**

- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelf supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

EDUCATIONAL QUALIFICATION

- Diploma in Computer Hardware and Networking Engineering, Aitech, Kasaragod, Kerala, India.
- 12th Grade from H.H.S.I.B.S Higher Secondary School, Kasaragod, Kerala, India.
- S.S.L.C from Chinmaya Vidyalaya, Vidyanagar, Kasaragod, Kerala, India.

PERSONAL DETAILS

Date of Birth	- 12 th JUNE 1992
Marital Status	- Single
Nationality	- Indian
Passport No.	- M8753803
Languages known	- English, Hindi and Malayalam

DECLARATION

I hereby declare that the above stated information is true, correct and complete to the best of knowledge and belief. I also assure that upon getting an opportunity for a personal interview I shall exhibit all the original documents for your ready references.

Visakh Chandran
Dubai