

SHYAM IS

I WOULD LIKE TO WORK FOR AN ORGANIZATION WHICH PROVIDES ME SPACE TO EXPRESS MY SKILL AND OPPORTUNITY TO WORK WITH TALENTED COLLEAGUES



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WORK EXPERIENCE

Front office assistant

West wood

2012 – 2013

Munnar

Responsibility

- To manage the various operations such as data entry, receiving and answering fax, answering emails, solving customer doubts and coordinating the activities of the staff
- Maintaining customer/client records and filing information into the customer system
- Answer incoming calls, transfer calls to executives and greet and welcome people visiting the office

Office assistant

ARVI systems & controls pvt ltd

2013 – 2015

Bangalore

Responsibility

- Managing filing system.
- Recording information as needed
- Updating paperwork, maintaining documents and word processing
- Coordinating events as necessary
- Creating, maintaining, and entering information into databases

Computer operator

Info beat system

2015 – 2017

Thrissur

Responsibility

- Communicate clearly and in a friendly way to solve the issue and keep the customer happy.
- Maintain and support all computer hardware and software system
- Evaluate connectivity issues, network equipment and servers
- Perform data backup and other maintenance requirements to ensure optimal performance

SKILLS

Windows 8

Computer Hard Ware & Networking

MS office

Adobe Photoshop CS6

EDUCATION

Diploma in Hardware & Networking (2015 – 2016)

- Implementing,maintaining hardware & networking

Diploma in hotel management (2011 – 2012)

- Q SAT Marine Institution (ship catering)

Higher secondary (2007 – 2009)

- Technical Higher Secondary School

SSLC (2006 – 2007)

- S.N.G.S.H.S KARAMUCK

EXTRA TRAINING COURSE

Personal Safety and Social Responsibilities

Elementary First Aid

Personal Survival Techniques

Fire Prevention and Fire Fighting

LANGUAGES

English



Malayalam



Hindi



PERSONAL SKILL

Ability to rapidly build relationship and set up trust

Willingness to learn

Good in communication