**VINILKUMAR.P.G**

Mob : 09995999475

Email : vinil.comrades@gmail.com

**CAREER OBJECTIVE**

To work in a challenging environment that encourages learning and provides exposing to new ideas and stimulates personal and professional growth.

**WORK EXPERIENCE**

**M/s.Sherin HiFab Contracts India Pvt Ltd**

**(Aluminium& UPVC Building Materials Manufacturing Company),**

Factory off: V/830D, Industrial Development Area, Edayar, Kochi-683110, Tel: +91-484-2557991, Email: sherinhifab@allengroup.in, url: [www.allenbusinessgroup.in](http://www.allenbusinessgroup.in).

**Position: Administration Assistant from 18/03/2013 to 31/10/2015**

**Perfect Edge (Industrial & Architectural Consultancy Services),**

5/647, P.A.K.Buildings, North Kalamassery.P.O, Ernakulam (Dist), Kochi-683104, Kerala State.

Tel/Fax: +91-484-2542794, Email: perfectedged@gmail.com.

**Position: Office Staff-Admnistration from 05/11/2015 to 31/05/2016**

**HMT MACHINE TOOLS LTD,**

HMT Colony.P.O, Kalamassery, Ernakulam (Dist),Kerala State.

**Position: Office Staff-Purchase from 06/06/2016 to 30/11/2017**

**PYA LIBRARY AND READING ROOM (Reg. No. 4089)**

Vazhikulangara, North Paravur. PIN: 683513

**Position: Librarian From 2007 to 2010**

**SOFT SKILLS**

1. High degree of initiative
2. Hand-on experience
3. Good interpersonal skills
4. Able to work within tight schedules
5. Good Managerial Experience
6. Legal drafting

**TECHNICAL SKILLS**

* MS word , Excel , PowerPoint
* Internet Explorer, Outlook Express, Fire Fox.

**ACHIEVEMENTS**

* Completed 10 day Camp of National Service Scheme
* Social Volunteering

**EDUCATION QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| *Qualifications* | *School/College/university* | *Year*  | *Result* |
| *BAL.LLB* | *Govt Law College, Ernakulam* | *2012* | *Completed* |
| *+2(Humanities)* | *SNV Sanskrit HSS, North Paravoor* | *2005* | *Pass* |
| *SSLC* | *SNHSS, North Paravoor* | *2003* | *Pass* |

**LANGUAGE PROFICIENCY**

English(R/W/S), Malayalam(R/W/S)

**PERSONAL INFORMATION**

Date of Birth : 25/04/1988

Father’s name : Gopi.A

Residential Address : Poothalipadath House,

 Kizhakkepram.P.O

 North Paravoor.

Citizenship/Nationality : Indian

**REFERENCES**

1. Manoj.P.L, Manager, Sherin Hi FabContracts Indian PVT Ltd, Mob:9744955999
2. Jayakumar.V.R, Proprietor, Perfect Edge, Kalamassery , Mob:9895302794
3. Sivas.K.J, Advocate, Kalamassery, Mob:9567571804