



ARYA VIKRAMAN

Career History

Career Objective

☒ To join at a position of responsibility with professionally managed organization which provides a conducive work environment for growth and development.

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Contact

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ELLAKKAL P. O ELLAKKAL, KERALA.

Core Skills

- * Pleasant personality and positive Attitude.
- * Good Communication Skills.
- * Trustworthy.
- * Can adapt to any kind of situation.
- * Problem Solving.

Deceleration

hereby declare that all the statements entered here are true. Complete and correct to the best of my knowledge and belief.

MIND FLAME IT SOLUTION - MUTHUKULAM, ALAPPUZHA (2015 -2017)

- * Greet and assist visitors and customers
- * Answers phone calls, schedules meetings and supports visitors
- * Exhibits polite and professional communication via phone, e-mail, and mail
- * Maintain office files and manage filling and updating activities.
- * Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations
- * Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, Maintaining equipment inventories and evaluating new equipment and techniques
- * Generate Data Base Reports Maintain attendance data & leave Records. Coordinate with whole office staff
- * Enter and update data daily and ensure that entries are correct and complete.

Education History

Graduation (Bachelor of Arts - Economics)

T.K. Madhava Memorial College - Kerala University (2007-2010)
Higher Secondary School (2005-March'2007)

Kerala State Board High School (March'2005)
Kerala State Board

Computer skill

TALLY.ERP.9
Micro Soft Office (MS Word & Excel)