

## RESUME



VISHNU R

**Diploma in Civil Engineering.  
Graduate in BA History.**

### Address:

Qtrs No:84/4, Type3  
MES Quarters  
Kataribagh,  
Naval Base (PO)  
Kochi.  
Pincode: 682004  
Mob: 9895323622  
Skype ID: Iamvishnur92

### E-Mail:

Vishnurpillai101@gmail.com

### Personal Data

Date of Birth :30<sup>th</sup>March, 1992  
Sex : Male  
Nationality : Indian  
Religion : Hindu  
Marital Status : Married

### Hobbies

- Watching movies
- Listening music

### Languages Known

- English
- Malayalam
- Hindi
- Tamil

### Key Skills

- Can work effectively in team, as well as individually.
- Have good inter-personal skills.
- Hard working.
- Consistency.
- Good communication skill.
- Eager to learn to new technology and apply the existing technology.

## Objective

To work in a challenging and competitive environment and use my skills to help my company achieve many milestones of success.

## Educational Qualification

EXAMINATION	SCHOOL/ COLLEGE/BOARD/ UNIVERSITY	YEAR	PERCENTAGE
B.A	Madurai Kamaraj University	2014-2017	54%
Diploma in Civil Engineering	The Institution of Civil Engineers	2011-2014	71%
Professional diploma in computerized Instrumentation	Govt.Polytechnic Kalamassery, Ernakulam.	2011	70%
Higher Secondary	N.S.S.M Higher Secondary School, Payyannur, Kannur	2010	72%
SSLC	Krist Raj Higher Secondary School,Kollam	2008	79%

## Field Of Interest

- Office Administration.

## Software's Known

- AutoCAD
- 3ds Max
- ERP
- MS Office
- Tally
- Photoshop
- Familiar to all computer operating systems like Microsoft Windows XP, 8,10 etc.

## **PROFESSIONAL EXPERIENCE**

### **1) CENTRE HEAD, MIS HEAD IN APEX INDIA EDUCATION AND CHARITABLE TRUST, ERNAKULAM from march 2019 – till date.**

#### **➤ Centre Head from January 2022 – till date.**

- Managed the Academic and Non-academic activities of the 3 projects and the entire institution.
- Maintained the personal files of Centre staff and updated all the Standard formats of various projects.
- Ensured the quality of training of trainers in the skill development program.
- Arranged the Due Diligence of the program as per SOP without fail.
- Conducted various programs like Women's Day and other cultural activities during my tenure.
- Managed effectively more than 150 + students, 10 + trainers & staffs.
- Effectively coordinate various inspections from SRLM & MORD.

#### **➤ MIS Head from March 2019 – December 2021.**

- Managed three projects at the same time with a total target of 700 students.
- Centre achieved an 'A' grade rank for overall performance in Kerala during my tenure.
- Maintained various excel sheets and ERP portal for the tracking of students.
- Real-time updation of SRLM excel sheets.
- Planning of the Project - PPWS/ Batch Calculation / Overall Planning of the Project.
- Handled Kaushal Bharat portal.
- Maintained CCTV footage and Aadhar Enabled Biometric Attendance System (AEBAS).

### **2) HOUSING SPECIALIST IN US MILITARY BASE, CAMP ARIEFJAN, KUWAIT (April 2018 – September 2018)**

#### **➤ Key Custodian (Key room):**

- On a daily basis, signs in for the key to the key Room that contains the key depository of 20 boxes on a DA Form 5513, and signs out after duty and pass on to next shift.
- Maintains all forms and records required for key room.
- Issue billet keys on a DA Form 2062 to housing representatives for issue to customers to be housed at Building. Hard Barracks, 507 and PODs/544.
- Issue billet keys to sponsors for issue to VIP and DVQ rooms.
- Issue and receive on a DA Form 5513, as required, daily use or temporary keys and lock out keys to housing representatives, and ensure keys returned after use are verified and signs on the DA Form 5513.
- Monthly Inventory.

➤ **Office & Warehouse:**

- Coordinates, schedules billeting assignments and prepares billeting assignments for all U.S. Military/ DoD personnel and other tenant units for arrivals and departures of PCS, TCS, and TDY.
- Fills out and completes assignment packets accurately during duty hours and performs data Inputs as necessary.
- Conduct briefings to incoming or outgoing units or individuals as necessary.
- Prepares daily, weekly, monthly and quarterly reports for the housing operations, and submits to Supervisor and manager.
- Maintain records of the status of assigned and available billeting for each rank or grade of Personnel for each housing area.
- Arrange the furniture and appliance in the warehouse and container.
- Conduct inventory of vacant rooms using the Pre-occupation checklist to ensure proper accountability.
- Conducts Warehouse and Container inventories.
- Perform other duties assigned by the Supervisor or Warehouse Lead.

3) **JUNIOR ENGINEER IN RDS PROJECTS LTD. KOCH from October 2014 – February 2018.**

- Site Supervision of day-to-day activities.
- Drafting of Auto Cad drawings.
- Inspect completed works and observe operations, to ensure conformance to design and equipment specifications with operational safety standards.
- Assess labour requirements at each work stage, with approval from the Project Manager.
- Direct and participate in Job site visits to collect or deliver design and engineering data.
- Billing.
- Estimation.
- E.R.P.
- Planning of day-to-day works as per the drawings with the coordination of the Project in Charge.
- Daily Progress Report preparation.
- Coordination of sites with office and take necessary actions in the ongoing sites.
- Placing of Intends for the materials like M-sand, Cement, Steel etc. as per the requirement of site.
- Coordinating with the customers and consultants for the drawing and its approval.
- Maintaining of drawings and files.

**PERSONAL DETAILS:**

**Father's Name** : Mr. Radhakrishna Pillai.N  
**Mother's Name** : Mrs. Latha.M  
**Date of Birth** : 30<sup>th</sup> March 1992  
**Sex** : Male  
**Marital Status** : Married  
**Nationality** : Indian  
**Languages Known** : English, Malayalam, Hindi and Tamil.  
**Residential Address** : QTRS NO: 84/4, TYPE-3  
MES QUARTERS KATARIBAGH,  
NAVAL BASE (PO) ERNAKULAM  
(DIST)  
KERALA – 682004

**DECLARATION**

I hereby declare that all the above information provided by me is true, complete, and correct to the best of my knowledge and belief.

PLACE: KOCHI

DATE:

VISHNU R