

# CURRICULUM VITAE

## **Renjith V**

KRWA 53,Prasanthu, Karuvelil Road  
Mamangalam,Kochi - 682025  
Kerala, S. India  
Phone: +91 **99614 09877**  
Email: [renjee.menon@gmail.com](mailto:renjee.menon@gmail.com)

### CAREER OBJECTIVE

To pursue an accomplished career in an established organization that offers ample scope to attain a higher level of personal growth and there by contribute to the company's growth by putting into practice my potential abilities.

**STRENGTH:** Inter Personnel skills, Honesty, Willing to work hard, Communication Skills, Flexibility and Adaptability, Quick learner, Stress tolerance, Decision making skills, Creating a positive work environment, Intelligent, Leadership, Responsible, Listening, results achiever, Meeting deadlines, Motivating people, Self Motivated.

### DATA ENTRY & GRAPHIC DESIGN EXPERIENCE

**From 2006 December - March 2013 worked at Hi-Tech Outsourcing Service, (CSEZ, Kakkanad, Kerala, S. India) as Sr. Associate.**

**Nature of Work :** Provide regular project updates to team leader.

- Mentor staff and play an active role in helping junior staff meet their performance benchmarks and growth goals.
- Manage workflow for self and junior staff when assigned.
- Take an active role in training staff, especially in specific area of expertise.
- Consistently meet project deadlines.
- Support Graphic Design Works.

**From 2020 November to 2021 March Data Entry Operator/Graphic Designer at Sterling Print House (P) Ltd, Cochin, Kerala, South India)**

- **Nature of Work:**
- DTP
- Designing etc

## **Additional Work Experience**

**From April 2013 – October 2013 worked at Advanced Building Material LLC, Dubai**

- Nature of Work: General administration, Co-ordinate sales, handling of accounts, planning, organizing and controlling office activities etc.

**From 2006 January–July 2006 worked as Human Resources & Administration Trainee at Carborundum Universal Ltd, Cochin, S. India**

- Nature of Work: In order to have an on-the-job training experience in assisting office administration and HR. Maintaining salary, ESI and PF registers.

**From since 2014 Feb to 2022 April worked as Supervisor/Coordinator in Pandhal Cake Shop (CASINO-CGH Earth Group, W/Island, Kerala, South India).**

**Nature of Work:**

- Administration
- Housekeeping
- Customer Relation
- Marketing
- Recruiting and Training of new staff

**Presently working as PRA at International Marketing Amrita Institute of Medical Sciences, Cochin, Kerala, S. India**

**Nature of Work:**

- Patients Care
- Handling International Insurance (Asandha, Maldives)
- Public Relation

## **EDUCATIONAL QUALIFICATION**

Bachelor of Arts (History) Kerala University

## SOFTWARE PROFICIENCY

- Diploma in Information & Technology (D I T)
- Good Experience in InDesign , Photoshop and Corel Draw
- Good knowledge and experience in MS Excel and MS Word
- Good Typing Speed in English, Hindi and Malayalam

## PERSONAL PROFILE

Name	:	<b>Renjith V.</b>
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages know	:	English, Hindi & Malayalam
Date of birth	:	15 <sup>th</sup> April 1970
Passport No	:	K 6438896