

AKSHAI CS

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Current Address : CHERUPPULLY,KODAMPILLY,KOMBANAD PO,ERANAKULAM
683546

Permanent Address : CHERUPPULLY,KODAMPILLY,KOMBANAD PO,ERANAKULAM 683546

CAREER OBJECTIVE

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and team work.

KEY SKILLS

SOFTWARE : Basic MS Office (MS Word, MS Excel, MS PowerPoint).

LANGUAGES : Malayalam, English, Tamil.

STRENGTHS : Communication, Teamwork, Creativity, Organization.

PERSONAL INFORMATION

Gender : Male

Marital Status : Single

Religion : Hindu

Date of Birth : 15/07/2000

Place of Birth : Kuruppampady

Father's Name : SALI CR

Nationality : Indian

Mother's Name : AMBIKA

PASPORT DETAILS

Passport No : u1257538

Issue Date : 27/12/2019

Place of Issue : COCHIN

Expiry Date : 26/12/2029

DRIVING LICENCE DETAILS

COUNTRY	LICENCE NUMBER	ISSUE DATE	EXPIRY DATE
INDIA	KL40 20220002139	01-04-2022	14-07-2040

EDUCATION

DEGREE/DIPLOMA	UNIVERSITY/BOARD	YEAR	PERCENTAGE
MS OFFICE	G-TEC EDUCATION	2022	A+
Degree (BCA)	Bharathiyar university	2021	71%
HSE(Computer Science)	KERALA	2018	61%
SSLC	Board of Kerala	2016	88%

WORK EXPERIENCE: (Total : 05 year)

JOB DESIGNATION-2(BANK MAN) FEDERAL BANK KOMBANAD

[24/08/2021- 07/02/2022]

JOB DESIGNATION-3(SUPERVISOR) ASIATECH POLYMERS VENGOOR

[2/04/2022 TO STILL WORKING] DUTIES

AND RESPONSIBILITIES:

- #. Great clients as soon they arrive and connect them with the appropriate party
- #.Answer the phone in a timely manner and direct calls to the correct offices
- #.Make travel arrangements and schedule meetings based on all partners itineraries
- #.Create and manage both digital and hard copy filling system for all partners

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge.

Date:01/07/2024

[AKSHAI CS]