# Objective

Seeking career in a challenging environment that provides me ample opportunities and challenges, where I can fully exploit by professional acumen to add value to the organization and myself. Eager to learn new things in life and consistently strive to give my best.

# Skills & Abilities

**Communication** –To ensure successful communication via active listening and probing questions

**Problem solving** – Resolving in-depth queries in a methodical manner independently and with seniors to find appropriate solutions.

**Team Player** – Contribute to achieve specific team goals.

**Systems knowledge** - Internet – browsing, search engine

**Personal** - A skilled and a diligent person, self-motivated, quick learner, willing to adapt to new challenges and new technologies; Experienced in working with groups and individuals, using teamwork setting goals; Excellent at multi-tasking;

# Experience

|  |  |
| --- | --- |
| Office Executive, **IEM International Pvt. Ltd*** Maintenance of the Cozyhomz Furniture store
* Greet visitors and assign them to specific individuals
* Successfully handling the customer’s queries and complaints thoroughly liaising between in-house team and customer
* Ensure a neat and clean organized workspace for all
* Ensure that the Furniture / products are well maintained at all times
* Maintaining an inventory of the furniture / products
* Capable of installing all type of furniture
* Successfully installed medical therapy devices
* Thorough knowledge of all carpentry & plumbing work
* Coordination with the team for delivery of furniture to customer place
* Coordinating with all staffs whenever they require
* Maintaining office filing
* Liaising for day to day bank work
* Helping organize and maintain office common areas
* Housekeeping maintenance

EducationITI Training done for Carpentry and Plumbing  | April 2015- Till date |
|  |  |

# PeRSONAL DETAILS

# Father’s name : Ramu

# Date of Birth : 06-09-1997

# Languages known : Kannada, English, Hindi & Tamil

# Hobbies : Music and Internet Browsing Games

# \*\*\*\*\*