



VIJAYAKUMAR M

Management Executive

How to reach me:

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Address:

No:165, Krishnasami street,
R P Garden, T Nagar,
Chennai - 600017

Hobbies

- Attends Seminars.
- Reads Books.
- Loves to travel.
- Playing Cricket.

Certifications:

- Field Technician - Computing and Peripherals, Ministry of Skill Development and Entrepreneurship Government of India.
- Social media marketing, LinkedIn.
- Branding foundations, LinkedIn.
- Advertising in Facebook, LinkedIn.
- Advertising in Twitter, LinkedIn.
- Advertising in Instagram, LinkedIn.

Personal Profile

A passionate Management Executive with over 2 years of experience, currently working with Madras Management Association - Awarded the India's first & largest management association for the past 10 years. Throughout the different organizations I was associated with, I have demonstrated high levels of Motivation, Work ethic and Team work to achieve stellar performance.

Career Summary

Management Executive

Madras Management Association

Nov 2019 to Present

Deployed in the Training department focusing on Corporate Training programmes. Been a great experience with MMA being exposed to both b2b & b2c sales environment. Had the opportunity to observe & interact with representatives of several multi-national corporations like Deloitte, Hewlett & Packard, HCL, Tata consultancy services, etc.,

Asst. Documentation Officer

Eyetex: Aravind Laboratories (Dazler Eterna)

Jun 2019 to Oct 2019

Establish in the Documentation department handling employees' documents. Been a great experience with Eyetex learn how to handle documents.

Educational Qualification

Dr. M.G.R. Educational And Research Institute

Bachelor of Commerce [B.Com]

Professional Skills

- MS Office
- Documentation
- Records Keeping
- Canva
- E-Mail Marketing
- Social Media Marketing
- MS Word
- MS Excel
- MS Powerpoint
- Customer Support
- Technical Support
- Field Technician
- Library Services
- Copywriting

@ Social media links

LinkedIn: @VIJAYAKUMAR MANI

Instagram: @Vijay_a_kumar_mani

Facebook: @Vijayakumar Mani