



Vinson ks

Maintainance Administrative Assistant

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

✉ vinsonksforever@gmail.com

📞 7415559337

📍 thrissur, India

WORK EXPERIENCE

Office Administrative Assistant Infra Elevators India Pvt Ltd

11/2019 - Present

Hyderabad

INFRA ELEVATORS INDIA PVT LTD

Achievements/Tasks

- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Assisting the Front Office team.
- Organizing staff meetings and updating calendars.
- Processing company receipts, invoices, and bills.
- Assisting and supporting management.
- Generated reports from Oracle databases.
- Maintain data in Excel with V-lookup
- Handling queries from all over Locations via E-Mails and Telephone, etc.
- Follow up with an applicant for documents.
- Responsible for preparing closing documents. Preparing Export Documents, Letters etc., Operating Computer and Internet, receiving and replying emails.

Junior Foreman Technician SURYA DIESELS (BOSCH Authorized Workshop)

05/2018 - 05/2019

Ernakulam, Kerala

Achievements/Tasks

- CRDi Pump Mechanic & Servicing
- CRDi Injector Servicing & Maintainance

Junior Engineer Supervisor BALCO VEDANTA Power Plant , Korba(CG)

03/2016 - 05/2016

Korba, Chhattisgarh

Achievements/Tasks

- Day to day supervisor of ongoing construction work.
- Maintain proper labour force to complete the specified departmental work.
- Calculate the material requirement for a particular job.

EDUCATION

Mechanical Engineering SRI Rawatpura Sarkar Institute Of Technology & Management , Raipur, CG

10/2010 - 09/2015

Raipur, Chhattisgarh

SKILLS

Email

Word Processing

Communication

Data Entry

Expense Reports

Front Desk Operations

Paperwork

Office Duties

Coordinate Office Activities

Documentation & Filing

PERSONAL PROJECTS

Study Of Compressed Air Vehicle

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

INTERESTS

Reading

Travelling

Fitness

Personal Development

Internet Surfing