

Vineesh Verma

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

Core Competencies

- ❖ Ability to rapidly build relationship and set up trust.
- ❖ Confident and Determined.
- ❖ Ability to cope up with different situations
- ❖ A keen communicator with the ability to relate to people across all levels.
- ❖ Excellent interpersonal skills to relate with every kind of personality.
- ❖ Self-motivated.
- ❖ Possess strong analytical & problem solving ability.
- ❖

ACADEMIC CREDENTIALS

Qualification	Board/University	Year	Percentage/CGPA
B.Tech (CSE)	Chandigarh University	2020	5.3
Intermediate (Non-Med. Group)	H.P.B.O.S.E	2013	58%
High School	CBSE	2011	8.6 CGPA

I.T PROFICIENCY

- ❖ Auto CAD
- ❖ HTML
- ❖ SQL
- ❖ Adobe Photoshop
- ❖ Microsoft Office

WORKING EXPERIENCE

- ❖ **Company Name** :-TELEPERFORMANCE
- ❖ **Designation** :-Customer Care Executive.
- ❖ **Company Profile** :-voice and non voice support.
- ❖ **Duration** :-Six Month (23rd Feb 2019 to 24th September 2019)

RESPONSIBILITIES

A professional approach in answering calls and provides information about products and services, taking input of issues and their redressed thereof.

1. Maintaining records of transactions and interactions.
2. Appropriate and timely follow-ups wherever required.
3. Escalate unresolved queries to respective departments for accurate redressal

WORKING EXPERIENCE

- ❖ **Company Name** :-Jatinder babbu and Associates
- ❖ **Designation** :-**Accounts/** Software
- ❖ **Duration** :-July 2018 to December 2019
- ❖ **Company Profile** : Fruits buy and sell company.

RESPONSIBILITIES

- ❖ Work on RED APPLE E.R.P software.
- ❖ To provide bills to customers and Sellers.
- ❖ Maintaining records of accounts.
- ❖ Ledger handling of daily transactions.

EXPERIENTIAL LEARNING (INTERNSHIP PROGRAM)

- ❖ **Company Name** :-Omninos solutions
- ❖ **Project Title** :-SEO, SMM, PPC, Content Writing
- ❖ **Duration** :-Six Weeks (7thDec'2020 to 7th feb'2020)

RESPONSIBILITIES

- ❖ Observation and study of Digital marketing , SMM, SEO , PPC, Content Writing.

PROJECT REPORT

- ❖ Minor Projects
 1. Android Development.
 2. Online Library Management System.
- ❖ Major Project

1. Project Name:		Online Library Management System
Project Description	:	Made an application for storing information of books kept in all the libraries of university. Details of the books were made online Desingned a good interface with privacy protection for application.

CO -CURRICULAR ACTIVITIES

- ❖ Head boy in DAV Public School.
- ❖ Coordinator of music and dramatic.
- ❖ Participation in Blood donation camp (co-coordinator).
- ❖ one year NSS volunteer during school days.

PERSONAL VITAE

- ❖ **Father's Name** :-Satish Verma
- ❖ **Permanent Address** :-Vill- Premnagar P.O. Pharal Teh. Kumarsain Distt.- SHIMLA (172029)
India
- ❖ **Date of Birth** :-18th Jan 1996
- ❖ **Languages Known** :-English & Hindi
- ❖ **Area of interest** :-Designing, travelling, outdoor sports, playing online games, painting.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place: _____

Vineesh Verma

Date:

(Signature)