

# Vishnu Priya

Palakkad, Kerala 682507

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## DECLARATION

CMS Matriculation Higher secondary  
school, Coimbatore

I hereby declare that all the details furnished above are true to the best  
of my knowledge and belief and also assure that I would do my best if

## Work Experience

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### **PERSONAL SECRETARY**

HAILSTONE INNOVATIONS PRIVATE LIMITED - Palghat, Kerala  
December 2020 to March 2022

Collecting the daily results of all department heads and updating  
the tracker and reviewing with MD.

### **Support desk executives**

Manchester International School - Coim  
January 2020 to August 2020

Forwarding mails to concern departments and responding back to the sender within 24 hours .  
Supporting admission team for admission process.  
Supporting secretarial activities whenever needed.  
Supporting front office activities if required.

### **Department secretary**

Robert Bosch Engineering and Business Services - Coimbatore, Tamil Nadu  
April 2012 to September 2016

Schedule and coordinate meeting, appointments and travel arrangements for superiors and managers.  
Developed new filings and organisational practices.  
Maintain utmost discretion when dealing sensitive topics.  
Manage travel and expense reports for department team members.  
Purchased and maintained office supply inventories and being careful to adhere to budgeting practices.

### **Front Office Executive**

CG-VAK Software & Exports Ltd - Coimbatore, Tamil Nadu  
July 2009 to August 2011

Typed documents such as correspondence, drafts, memos and emails  
Maintain the Inward , Outward and Visitors records.  
Greeted visitors and determined to whom and when they could speak with specific individual.  
Recorded, transcribed and distributed minutes of meetings

## Education

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### **Master's in Human resources**

Bharathiar University - Coimbatore, Tamil Nadu

May 2012 to May 2014

### **BBA**

Bharathiyar University - Coimbatore, Tamil Nadu

2012

### **Bachelor of Business Administration in Business Administration**

Bharathiyar University - Coimbatore, Tamil Nadu

2009

### **Diploma in Textile Processing**

GRG Polytechnic College - Coimbatore, Tamil Nadu

## Skills / IT Skills

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- COMPUTER PROFICIENCY given an opportunity in your Esteemed Organization.
- Well versed in MS Office with working Place:
- Basic Knowledge in SAP (MIRO ENTRIES) Date: VISHNUPRIYA V
- Well experience in Internet Services
- Knowledge of Basic concepts PERSONAL DOSSIER Date of Birth: 08-06-1991 Gender: Female Nationality: Indian Marital Status: Married Address: Krishnakripa house olapaddam, kallungal thiruvallathur(po), palakkad, kerala. 678553
- Communication skills
- Computer skills
- Customer service
- English
- Hindi
- Microsoft Excel
- Microsoft Word
- Typing

## Languages

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- Hindi - Fluent
- English - Fluent
- Tamil - Fluent
- Malayalam - Intermediate