**VINOD BHUVANENDRAN**

Contact no: 9145018404  
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**Career Objective**

Seeking a position to use my functional Skills to Perform as an individual and help the customers to resolve their problems being a team member with greater efficiency.

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**Professional Goals**

* Professional Development
* Implementation Of skills
* Learning of new elements

**Social Skills & Competences**

* Ability to work under pressure
* Adaptive and Creative
* Effective team work
* Excellent communication skills

**Skills Set**

* Strong written and oral communication
* Good interpersonal abilities
* Quick learner
* Team Player
* Good reasoning ability
* Confident
* Excellent presentation and sales skills

**Training Attended**

* Knowledge of voice modulation
* Accent Neutralization
* Other communication skills
* Voice process training
* Product Knowledge

**Employers**

* Teleminds Infotech Pvt.Ltd from Dec 2017 for six months
* Sell2world ,as Research Analyst from Oct 2018 onwards for 6 months
* Aegis Limited from Nov 2014 to Jun 2015 as Executive-Operations.

**Responsibilities Handled**

* Providing customer service and understanding the needs of the client.
* Presentation of proposals for business development.
* Supporting customers by emailing and online chats by giving them technical solution of their product in use.
* Socialize the changes in business processes and organizational design.
* Training the new employees in the voice process as well as in the technicalities of the product to provide support to customers.
* Generating leads and business opportunities.
* Communicating with clients regarding grievances from the company and also giving new information on new products or services..
* Determining the needs of the client.
* Overseeing the quality of deliverables.

**Academia**

* HSC from Muttada Technical HSS, Trivandrum ,Kerala –(march-2009)
* SSLC from St Joseph’s HSS, Trivandrum, Kerala-(march-2007)

**Achievements**

* Awarded for Outstanding Performance for the month January-2018
* Awarded for Outstanding Performance for the month February-2018
* 100% target achievement continuously for 6 months with TELEMINDS INFOTECH

**Hobbies**

* Playing chess
* Interacting with people
* Music
* Travelling
* Reading

**Personal Details**

**DOB:** 14.08.1991  
**Languages known:** English, Malayalam,Hindi  
**Address:** TLRA-37, Thoppil Lane, Medical College P.O, Kumarapuram, TVM-11