



VYSAKH S BABU

PERSONAL PROFILE

To be potential resource to the organization and to be a successful person in my life with leadership qualities and to be honest toward myself with hardworking skill.

CONTACT ME AT

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AL RASHIDIYA
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SKILLS SUMMARY

- Ability to work among a team
- Good communication and organization skills.
- Highly motivated to work hard.
- Quick learner and positive attitude
- Good Leadership skills.
- Extensive knowledge of business process and procedure.

EXTRA CURRICULAR

- 📖 Coordinating member in GESTION 2K15, National Level Management Meet.
- 📖 Coordinating committee member in Gestion 2k14.

EDUCATION

MBA (2014-2016)

HUMAN RESOURCE AND MARKETING

- SCHOOL OF MANAGEMENT STUDIES
- UNIVERSITY OF CALICUT

B COM (2011-2014)

FINANCE

- MES COLLEGE PONNANI
- UNIVERSITY OF CALICUT
- 65% MARKS OBTAINED

ACADEMIC PROJECTS

- Completed MBA major project human resource from "The Parisons Food Group".
1. Titled as "**Factors effecting employee retention at Parisons foods**"
- Completed MBA minor project in Marketing management from Federal bank
2. Titled as "**Banks and its Services at Federal bank**"
- Completed BCOM project on the topic of "**Investment habits of people in rural area**"

EXPERIENCE

CUSTOMER SERVICE EXECUTIVE

TCS (PASSPORT SEVA PROJECT)
2017 APRIL-2022 JUNE

SKILLS OBTAINED

- Handling customers and interact with them to serve properly
- Interact with customer to solve their queries with appropriate solutions.
- Documentation of customer files.
- Co-ordinating all activities as appropriate and preparing report to middle level.
- Gathering and updating data to maintaining proper work flow.
- Cash management.
- Sales experience in passport covers and SMS service to customers and gained company revenue.
- Developing new streams for maintaining relations with customers to achieve repeat/referral business
- Handling exceptional situations.
- Ensuring smooth operations at all times and maintaining proper decorum and discipline by implementing and modifying operational ways.
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ASSISTANT MANAGER

VASUDHA GAS AGENCIES
AUGUST 2016- FEBRUARY 2017

SKILLS OBTAINED

- Managing Accounts and Over all office work.
- Book keeping.
- Stock Managing.
- Customer Relations Head
- Staff Management
- Daily collection and sales report
- preparation of staff salary statements
- reports maintaining
- Mail drafting

CHARACTER REFERENCES

SUBHASH V
Accounts Officer
TCS (PASSPORT SEVA
PROJECT), Kerala, India
Email: subhash.v@tcs.com
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VISHNU
Mg. Partner
M/S VASUDHA GAS AGENCIES
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PROFESSIONAL VALUES

I am looking for a opportunity that offers me activities like strategy, planning, interactive, public relation, competitive, intelligence, customer segmentation with the ability and skill set to provide creative, innovative and forward thinking thought leadership in a team environment. Focus on achieving continuous improved performance