



## **MANIKANDAN V**

M.Sc. with 3years exp in logistics ,2year Retail store in charge,1year Admin.

Bengaluru, Karnataka

vaigai.mani6@gmail.com, +919384108976

### **OBJECTIVE:**

A highly accomplished, skilled and knowledgeable Software Professional with extensive knowledge of networking and computer applications. Looking for an opportunity in the field of information technology as networking in a renowned organization.

## **WORK EXPERIENCE**

**COMPANY NAME: ISOFTCRUISE SOFTWARE SOLUTIONS AND TRAINING OPC LTD**

**CLIENT: AIMPULAN HEALTH AND WELLNESS OPC PVT LTD.**

**POSITION: OFFICE ADMIN**

**DURATION: FEB-2019 to Present**

Coordinate office activities, operations and Handle the walk-in customers.

Responsible for Billing, Accounting, cash handling & expenses and billing cycles.

Maintains stock lists and orders office supplies as needed.

Assists in purchase orders and invoicing.

Maintains accurate records for employee attendance and Payments.

Manage phone calls and correspondence (e-mail, letters, packages etc.)

Maintaining general office files, including job files, vendor files, follow up customers payment and other files related to the company's operations

Create site layout/user interface by using standard HTML / CSS / PHP

Design page layouts and templates, Editing, writing, and designing Website content, designing sample pages including colours and fonts

Visual design (photo editing, logo design, and following the latest design trends)

Manage the website content using WordPress.

Implement and maintain high-quality SEO policies and incorporate them with content produced for the website

Maintain and update all plugins for website up to Date

Build and Maintenance the online store and payment gate way using WordPress plugin.

Maintain WooCommerce site (like product update, content modify, price, themes, plug-in etc..)

Build the colours and backgrounds for websites and position buttons, icons, links and photos etc..

**COMPANY NAME: TESOR HOME DECOR AND MORE**

**POSITION: STORE INCHARGE**

**DURATION: JUNE-2018 to Jan-2019**

- Responsible for overseeing the Entire Store Operations.
- Dealing with customer service issues such as queries and complaints
- Reaching sales targets and increasing profits,
- Managed merchandise levels and store appearance Visual Display Arrangement.
- Maintain process of inward & outward of stock • Responsible for Internal Audit.
- Coordination with warehouse Department.
- Responsible for Accounting, Billings, petty cash handling & Daily Bank Deposits.
- Maintaining a safe and clean store environment.
- Maintaining quality service by establishing and enforcing organization standards.
- Responsible for the Briefing with the staff discuss the store performance, new staff training
- Helping customers by providing information about home décor product and suggest.
- Based on client request visit the client location and suggest the home décor product
- As per customer request going to site visit given suggestion to select wallpaper close the deal and taking the measurement for wallpaper.
- Arranging the product delivery to customer places, follow-up the customer enquiry on daily basis

**COMPANY NAME: MILOU INTERNATIONAL KIDS WEAR**

**POSITION: STORE INCHARGE**

**DURATION: JUNE-2017 to JUNE-2018**

- Handling the store sales and assist the customers.
- Responsible for Billing, Accounting, cash handling & Daily Bank Deposits.
- Responsible for overseeing the Entire Store smooth Operations.
- Receiving the stock from the warehouse checking the invoices, and checking the stock quantity and quality.
- Dealing with customer service issues such as queries and complaints
- Managed merchandise levels and store appearance Visual Display Arrangement
- Reaching monthly sales target and increase profit.
- &LOGISTICS Regular stock checking and Coordinate with warehouse department request the new Arrival
- Helping customers by providing information about the product; answering questions.
- Maintaining quality service by establishing and enforcing organization standards.
- Execution of all Promotion plans to increase walk-ins and sales.
- Responsible for internal audit on monthly basis.
- Maintaining a safe and clean store environment.

**COMPANY NAME: AVON SOLUTIONS INDIA PVT LTD**

**CLIENT: ACCENTURE**

**POSITION: TEAM LEAD**

**DURATION: SEPTEMBER-2014 to JUNE-2017**

- Manage inbound outbound mails.
- Receiving inward shipments and ensure quality and quantity.
- Update shipment information & prepare MIS reports,
- Handle employee query via mails and telephone.
- Support for the application packages Like MS office, excel etc.
- Manage monthly and daily basis attendance Reports update to the head office.
- Prepare the shift roaster for Executives.
- Update daily report to Facility manager.
- Tally day to day inbound outbound Documents.
- Giving training for new staff about our procedure and process.
- Assist the Entire Facility management smooth operation
- Maintain New Employee Data And Update System daily basis,
- Issue the Id card to new employee, and complete the formality exit employee.
- Responsible for the Briefing with the staff discuss the store performance, new staff training and weekly Briefing the Ethics.

## **EDUCATION**

- ❖ **Annamalai University,**  
**Master of Science, InformationTechnology,2013-7.24 (OGPA).**
- ❖ **PUC**  
**Government Higher Secondary School, 2008– 58%**
- ❖ **SSLC**  
**Government Higher Secondary School, 2006–63%**

## **PROFESSIONAL SKILLS**

WordPress (Less than 1 year), CSS (Less than 1 year), DREAMWEAVER (Less than 1 year), HTML(1year), Wo commerce site(1year), ECWID Online store(1year),Ms-Word, Excel(4years),E mail(3years).Photoshop(1 years),E-Commerce site Manage(1 year).

## **ADDITIONAL INFORMATION:**

### **IT SKILLS:**

HTML, CSS, JAVA SCRIPT, DREAMWEAVER, PHP, MYSQL, PHOTOSHOP, WORDPRESS, (WOOCOMERCE, ECWID Ecommerce Online Store Maintenance)

**TECHNICAL KNOWLEDGE:**

• Well versed with internet, Installation & Troubleshooting of Software's & Operating System, ), Internet, Antivirus, Firewall., • Installation & Configuration of Wireless Access Point, Modem, Bluetooth

**PROJECT UNDERTAKEN:** Mini Project: FILE AND FOLDER LOCKER in worked with java language in during 3 Months • Main Project: ONLINE INCOMETAX SERVICE MANAGEMENT SYSTEM in worked with php language in during 6 months in Chennai.

**PERSONEL PROFILE**

- Father's name : Velu.M
- Mother's name : Kuppayee.V
- Date of Birth :24-April-1991
- Marital Status : Married
- Nationality : Indian
- Languages Known : English, Tamil, kannada and Telugu
- Hobbies : Internet, playing chess, designing photo
- **Experience :5+ years**
- Pan Card number :CMGPM4525A
- Passport no: 13791472., Passport issue place: Chennai., Passport expiry: 17/09/2023

**Declaration**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

MANIKANDAN V