**Tintu Gilbert**

**Career objective:**

To work in a challenging and stimulating environment where I can employ my skills and talent to achieve new zenith in the globally competitive world.

**Core Professional Strengths:**

* Competitive Goal & Profit Oriented
* Company Liaison
* Unique Problem Solving Ability
* Ability to perform under pressure
* Capable Leadership and Team

**Work Experience:**

**2009-February to 2012 June worked at Keltrone IT Education Centre as Course Counselor**

 **Job Responsibilities:**

* + - Enquiry handling and Counseling.
		- Students registration process.
		- Scheduling classes for students.
		- Provide Assistance in Centre Management.
		- Maintaining daily records.
		- Accounts handling.

**2006-April to 2008-October Worked at TimeNet Learning as Test Centre Administrator**

 **Job Responsibilities:**

* + - Test Centre Administration and Exam Delivery
		- Accounting of Test Centre Cash and Bank Transactions
		- Front Office Management and Customer Care
		- Enquiry Handling and Counselling
		- Provide Assistance in Centre Management
		- Have worked as Assistant Trainer in the MS Office Training given to LPSC
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**Achievements:**

* Certified tca at prometric testing centre
* Certified tca at Pearson Vue Testing Centre

**Key Skills:**

* + - MS Word
		- Work Experience In Excel & Power Point
		- Internet Browsing & Emailing

**Qualification:**

* + Degree in Political Science (2003 – 2006)

(V T M N SS College Dhanuvachapuram)

**Languages Known:**

* English
* Hindi
* Malayalam
* Tamil

**Personal Details :**

* D.O.B : 21/05/1985
* Nationality : Indian
* Marital Status : Married

**Hobbies:**

* + - Travelling.
		- Listening to music.
		- Net surfing.
* **Job Seeker First Name / CV No: 1819986**
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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