**Curriculum Vitae**

**LIJO**

[**Lijo.362967@2freemail.com**](mailto:Lijo.362967@2freemail.com)

**CAREER OBJECTIVE**

To work in a challenging environment with an opportunity for continuous learning, where I can apply my skills and knowledge for my personal growth and for the benefit of the organization.

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Business Administration (BBA)**

Bharathiar University, Coimbatore, Tamil Nadu, India Year - 2015

* **Aircraft Maintenance Engineering (AME)**

Nehru College of Aeronautics and Applied Science, Coimbatore Year - 2010

* **Higher Secondary**

Board ofHigher Secondary Education, Kerala State, India Year - 2007

* **Secondary School Leaving Certificate**

Department of General Education, Kerala State, India Year - 2005

# ****CAREER SNAPSHOT****

**Office Administrator**

Aurora Enterprises (Ajanta Manufacturing Ltd), Thrissur, India

10th June 2015 – 09th September 2016

**Advertising Marketing Executive**

Thattil Advertising and Promotional Events, Thrissur India

08th November 2010 – 30th August 2013

**On Job Training**

Air India Ltd., Mumbai Main Air Base, India

27th January 2010 – 26th July 2010

# ****JOB PROFILE****

**Office Administrator**

**Aurora Enterprises (Ajanta Manufacturing Ltd), Thrissur**, **India**

* Managing the routine office function, dealing with clients and visitors and maintaining corporate relations. Provide management information report at the executive level.
* Sorting out incoming/outgoing mail and correspondence on the base of urgency, priority, confidentiality and routing to facilitate quick and efficient service to the concerned.
* Handling all type of inquiries, quotations and invoicing.
* Handling of Petty Cash and Local Purchase.
* Monitoring and maintaining of all office equipments such as printer, copy machine, etc; ensuring that they are functioning properly.
* In charge of attending calls, identifying their concerns; answering their queries and forwarding them to the appropriate department.
* Arranging and maintaining appointments diary for the Managing Director.

**Advertising & Marketing Executive**

**Thattil Advertising and Promotional Events, Thrissur India**

* Meeting with clients and collecting the necessary details for advertisements.
* Coordinating with the design team for the proper detailing of advertisements.
* Regular follow up and the timely payment collection from the clients.

**On Job Training**

**Air India Ltd., Mumbai Main Air Base, India**

* Exposure in overhaul, test and repair of electrical, fuel, pneumatic and hydraulic section equipment accessories, used in Boeing 747-400, Air Bus 310 Aircrafts
* Undergone training in system (AVIONICS) where maintenance checks are undertaken for Boeing 747 - 400, Air bus 310 -300, IFE system and Boeing 777

**COMPUTER SKILLS**

* PG Diploma in computer application
* Tally ERP 9
* MS office

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 10th January 1988

Sex : Male

Marital Status : Single

Age : 28 Years

Languages : English, Malayalam, Hindi

**DECLARATION**

I do hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. References can be given on demand.