From,

Jinto

[Jinto.371283@2freemail.com](mailto:Jinto.371283@2freemail.com)

Subject**: Covering Letter**

Sir,

I, Jinto wish to submit my CV for suitable position like **Clerical Jobs/ Office Jobs/ Cashier/ Accountant/ Data entry/ Store keeper etc**. at your Organization.

I hope you will consider my candidature favorably and will grand a personal interview at your earliest.

**CURRICULAM VITAE**



**JINTO**

**\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***CAREER OBJECTIVE***

To become a successful professional to develop potential skills by working in an innovative and competitive world for the benefit of the organizations.

***PERSONAL SKILL***

Ability to deal with the people diplomatically, comprehensive communication skill, ability to organize and conduct activities, willing to learn more and more, sharing the knowledge with others, team facilitator and of co-operating with others.

**EDUCATIONAL QUALIFICATION**

***Academic Record***

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/University** | **Year** | **Marks** |
| **S.S.L.C** | **Board of Public Exams, Kerala** | **2008** | **85%** |
| **H.S.E (+2)** | **Board of Higher Secondary Examinations, Kerala** | **2010** | **67%** |
| **B.A Economics** | **University of Kerala** | **2013** | **50%** |

***I T Knowledge :***

|  |  |
| --- | --- |
| **MS Office** | Microsoft Office Specialist (eAJK-w3Eb, verify.certiport.com) |
| **Accounting Software** | **Tally ERP.9**, QuickBooks, Peach Tree |

**WORKING EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| ***Year*** | ***Company name &location*** | ***Works as*** |
| 2014-16 | **Spartans Groups**  **Eranakulam** (a division of **Impulse marketing**) | Merchandise and Marketing trainer |
| 2016 | **KIMS AL-SHIFA hospital**  **Perunthalmanna**. Kerala | F&B Cashier |

**PERSONAL PROFILE**

***Date of Birth :*** 16/04/1992

***Marital Status***  : Single

***Religion and Caste :*** Christian-RC

***Nationality :***Indian

***Languages Known :*** English, Hindi, Malayalam

**D E C L A R A T I O N**

The particulars furnished above are true and correct to the best of my knowledge and belief.