

**JESSY**

**Abu Dhabi**

**E-mail :-** **jessy.374723@2freemail.com**

**OBJECTIVE**

To obtain any responsible and challenging position that will suit my qualifications. To develop my knowledge and skills that will offer opportunities for personal and professional growth.

**Work Experience**

***Tele Communication and Networking***

* Worked for 6 months as CSA in First Source Hubli.

***Admin and Counselling***

* Front office and Hr. Assist– 2yrs 2 months in Able Design Engineering Services , Hubli.
* PRO (Parents Representative Officer) –15 months in Jain Toddlers Hubli.

**Summary of Qualification**

* Passed 10th from B.M.E.M School, Hubli
* Completed B.COM in KSOU.
* Completed degree MBA (HR). (3 SEMESTERS)

**Skills and Abilities**

* Having good Knowledge of English to communicate with customers.
* Capable to create document by using reference which help in future for study purpose.
* Providing customers requirement properly and ensuring the customers.
* Finishing assigned work on time.

**Computer Knowledge**

* Good knowledge in MS office.
* Good Knowledge in Telecommunications.
* Good Knowledge in Networking.
* Internet and E-mail

**Summary of Task Performed**

* Giving personalized services to Customers
* Handling Customers complaints.
* Attending Customers Calls.
* Maintaining all the employee personal file.
* Responsible for store pick up and maintaining inventory.
* Responsible for all duties assigning to the juniors.
* Preparing the cheques.
* Maintaining salary statement
* Preparation of salary statement
* Preparations of ESI and PF documents
* Counselling parents do admission.
* Taking care of admission procedures.
* Sending daily report.
* Handling class in absence of teacher.
* And making arrangements for events.

**Personal Profile**

 Name : Jessy

 Date of Birth : 21/04/1991

 Martial Status : Married

Language : English, Hindi, Malayalam, Tamil, Telegu, and Kannada

 Gender : Female

 Nationality : Indian

**Passport Details**

 Date of Issue : 21/08/2017

 Date of Expiry : 20/08/2027

 Place of Birth : Kannur, Kerala India

**Declaration**

 I here by declare that the above information furnished by me is true and correct to the best of my knowledge and belief.

Date:

Place: Abu Dhabi  **JESSY**