**CURRICULUM VITAE**

**JITHIN**

Email: jithin-394807@2freemail.com

ABU DHABI, UAE

**PERSONAL INFO:-**



Date of Birth :- 08/09/1997

Gender :- Male

Marital Status:- Single

Nationality :- Indian

**PASSPORT DETAILS:-**

Date of Issue :- 20/12/2016

Date of Expiry:-19/12/2019

Visa Status :- Visit

**CAREER OBJECTIVE**

* Aspiring for a challenging and rewarding career, where I can utilize my knowledge and skills, which I have acquired through my education and experience.

**WORK EXPERIENCE**

* + **AHMEDABAD, INDIA**
	+ **Period** :- 10thApril 2018 – 15thSeptember 2019

 **Position** :- Admin Assistant

**Responsibilities**:-

* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Provide information by answering questions and requests
* Generate reports
* Handle multiple projects
* Prepare and monitor invoices
* Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
* Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and technique



**LINGUISTIC PROFICIENCY:**

* English
* Hindi
* Malayalam
* Tamil

**PERSONAL SKILLS:-**

1. Experience in the areas of office administration.

1. Good communication Skill and interpersonal skills.
2. A clear and confident telephone manner.
3. Dealing with customers Face to Face.
4. Able to control my tone of voice.
5. Able to handle complaints in difficult situations.
6. Ability to work as part of a team.
7. Responsible, self motivated, honest, candid, quick learner and optimistic.
* Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
* Handle sensitive information in a confidential manner

**EDUCATION**

* Graduated in B.com in Travel and Tourism from Aptech Aviation Academy, Cochin in 2018
* Diploma in Cabin Crew Course
* Diploma in Cargo Introductory Course
* High Secondary School from Mount Bethany Public School, Kerala, India in 2015
* Secondary School from M.G.M Central School, Kerala, India in 2013

**COMPUTER PROFICEIENCY**

* Operating System: Window XP /Win8/Win10, Linux.
* Proficient in Microsoft Office & Advanced Microsoft Excel.
* Moderate knowledge of book keeping that includes accounting, inventory management and payroll in Tally ERP 9
* Basic Knowledge in MySQL.

**ACHIVEMENTS:-**

* Proficiency in International English Language Testing System with an overall score of 6.5.
* District Level Football Player.

**DECLARATION:**

I hereby declare and assure that all the information given above is true and correct to the best of my knowledge and belief.

**JITHIN**