**DeJOHN**

Email Id: **DeJOHN.375349@2freemail.com**

Dear Sir,

Please accept this letter as an expression of my interest in securing a position in your organization. I have held several responsible positions in the past, which have been elaborated in the attached resume. I am looking for a career position in your organization that needs a professional team player to come aboard and make a marked difference, helping the organization reach greater heights.

Having worked in various environments, I am confident that I would become an indispensable asset to your organization. My disciplined work habits, tremendous work-drive, ability to work well with people, problem-solving aptitude, and high integrity will enable me to make positive contributions towards your company’s objectives. I am very determined and enthusiastic about a symbiotic relationship and will work hard to achieve positive results. Enclosed is my resume for your review.

Thank you very much for your time and consideration. I look forward to hearing from you.



**DEJOHN**

Working Experience in Online and Shop Marketing sectors. Expertise in Graphic Design, Online Marketing, Office Administration and Store House Handling.

www.dejohnmanjaly.blogspot.in

|  |  |
| --- | --- |
| Areas of Expertise* Graphic Designing
* Web Publishing
* Office assistance
* *Online Product Marketing*
* *Administrative Support*
* *Product/ Storehouse Handling*
* *Product detailing*

Personal Skills* *Communication Skills.*
* *Enthusiasm.*
* *Positive Aptitudes and hard-working.*
* *Attention to Detail.*
 | Professional Experience**Business Development / Online Marketing Officer: August 2015 – July 2017*** **Mangaly Furniture House, Kerala , India**
* Handle the internet marketing.
* Planned new internet marketing strategies.
* Social media marketing.
* Prepare product graphic design for publishing.
* Showroom customer handling.
* Prepare product details for online marketing.
* Regular update of products & sales.
* Preparation of necessary office documents.

**Office / Sales Executive: May 2013- April 2015*** **SMS Traders , Machineries Wholesale Dealers , Kerala, India**
* Office administrative jobs.
* Shop customer handling and sales assistant.
* Documentation and data entry.
* Handling daily and monthly office inward& outward reports.
* Maintain the daily activity reports of field staff.
* Periodic inspection of field’s staff.
* Coordinate with other agencies like banks.
 |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE OF STUDY** | **BOARD / UNIVERSITY** | **YEAR OF PASSING** | **MARK (%)** |
| * Arena Animation
 | * Arena Animation International Program (AAIP-Animation)
 | * 2017
 | * Credited
 |
| * Diploma Computer Hardware and Network Maintenance
 | * Keltron Knowledge Center, Ernakulam
 | * 2014
 | * 70
 |
| * Plus Two
 | * Board of Higher Secondary Education, Kerala
 | * 2007
 | * 66
 |
| * S.S.L.C
 | * Education Department, Kerala
 | * 2005
 | * 74
 |

## IT Skills

* *Microsoft Office*
* *Adobe Creative Suite*
* *Adobe Photoshop, Illustrator*
* *InDesign, Premier, Dreamweaver*
* *CorelDraw Graphics Suite*
* *Autodesk 3ds Max and Maya*
* *Graphic Designing*
* *HTML and CSS,SQL, JAVA, C & C++*
* *Search Engine Optimization(SEO)*
* *Desktop & Laptop Hardware and Network maintenance*