**DeJOHN**

Email Id: [**DeJOHN.375349@2freemail.com**](mailto: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

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| --- | --- |
| 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

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| **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*