JINIMOL JOHNY

Mob: 0588802166
Email: **jinimoljohny@gmail.com**
Visa : Spouse Visa

OBJECTIVE:

- ❖ To excel in the field of IT that would build up my skills and provide me with ample scope for growth and contribute to the organization's goals by effectively using the conceptual knowledge gained through my technical and networking skills.

- ❖ To pursue a career in a lively formal and pulsating in a professional environment that supports team work and leadership qualities within its organization.

- ❖ Excellent interpersonal, communication and relationship-building skills, listen attentively, communicate persuasively and follow through diligently.

- ❖ I am a dedicated, self-motivated person and an excellent team player, who believes in putting the best in the job that I undertake. Honesty and sincerity are the two principles that have helped me accomplish and demonstrate the best in me at my workplace.

WORK EXPERIENCE:

- ❖ **Worked as a Technical Assistant Karimkunnam Gramapanchayath Office, Government of Kerala.**
  (16th December 2015 to 31 March 2021).

Job Responsibilities:

- Proven data entry work experience, as a Data Entry Operator with MS Office and data programs.
- Experience using office equipment, like printer machine and scanner.
- Typing speed and accuracy.
- Excellent knowledge of correct spelling, grammar and punctuation.
- Organization skills, with an ability to stay focused on assigned tasks.
- Handed both customers and staff issues.

ACADEMIC QUALIFICATION:

- Master Level Degree: Master of Computer science (2013 -2015) from St. Stephen's College, Mahatma Gandhi University, Kerala.
- Advanced Diploma in Computer Hardware and Network Engineering (ADCHNE) , C-DIT, Under Government of Kerala ,26th July 2013.
- Bachelor Level Degree: Bachelor of Computer science (2008-2011) from Al-Azhar College of Arts and Science, Mahatma Gandhi University, Kerala.
- State Board of Higher Secondary: ST. AUGUSTINE H.S.S (2008) Karimkunnam.
- Kerala State Board of Secondary Education: ST. AUGUSTINE H.S.S (2006) Karimkunnam.

ADDITIONAL SKILLS:

- Technologies   : C, C ++
- Web Technologies: HTML
- Databases   : MS SQL Server 2008
- Data Entry   : Malayalam, English
- Microsoft Office : MS Word, MS Excel, Power Point

PERSONAL DETAILS:

Date of Birth	December 2, 1990
Sex & Marital Status	Female, Married
Spouse Name	Mebin Thomas
Nationality	Indian
Languages Known	English, Malayalam, Hindi
Address	Vettikkalil House,
	Kulayettikkara P.O,
	Thottara,Amballur,Ernakulam.
	Kerala – 682315

PASSPORT DETAILS

Passport Number	:	**U9488501**
Date Of Issue	:	15/02/2021
Date Of Expiry	:	14/02/2031
Place Of Issue	:	Cochin
Visa Status	:	Spouse Visa