

JERIN JOSE Y
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(EXECUTIVE ADMINISTRATOR CUM HR & OPERATION MANAGEMENT)

CARRIER OBJECTIVES:-

To work in an environment which gives me to grow my knowledge and where there is scope of improvement based on my commitments & industry. I am willing to provide the organization Enthusiasm, Positive Attitude, Hard work. And also to achieve high standards at my workplace and constantly upgrade myself with knowledge gained from my colleagues, experience, education and elsewhere and apply the knowledge for the success of the organization that I'm part of.

EDUCATIONAL QUALIFICATIONS:

- **Master of Business Administration** from Maria College of Engineering and Technology (Anna University – 81 %) – Year 2022
- **Bachelor of Commerce** from St. Alphonsa College of Arts and Science, Soosaipuram (MS University – 71 %) - Year 2019
- **H.S.C** from Govt Higher Secondary School Munchirai, Kanyakumari (State board – 65 %) - Year 2016
- **S.S.L.C** from Janet Matric Higher Secondary School, Munchirai Kanyakumari (State board – 80 %) - Year 2014.

PROFESSIONAL EXPERIENCE:

Company Name: Tetra shipping agencies (UAE branch in Karur, India).

Period: Since April 2024 – October 2024

Designation: Sales Executive

- Develop and maintain strong relationships with current and prospective customers.
- Promote new business and manage existing accounts and customers.
- Manage multiple customers, process daily requests and work with members of management to create new approaches to improve your book of business.

Company Name: Indigo Airline, Bangalore India.

Period: Since July 2023 – February 2024

Designation: Cargo ground Crew

- Supervise to load and unload cargo and baggage.
- Coordinate with flight crews and air traffic control.
- Maintain cleanliness and safety of the airport.
- Respond to emergency situations and provide assistance.

Company Name: Amazon Office Bangalore, India

Period: Since May 2022 – June 2023

Designation: Operation Assistant.

- Pick the product from rack and assign to relevant delivery department.
- To check condition of the product whether it has any damages.
- Reporting to the warehouse manager.

ABILITY AND STRENGTH:-

- Good knowledge of accounts and administration works.
- In-depth knowledge of sales.
- Positive in nature and proven record of excellent customer service.
- Highly skilled in handling multiple tasks effectively.
- I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.
- Good organizational and time management skills.
- Exceptional telephone etiquette.
- In depth knowledge of Outlook, Microsoft Office and tally.
- Data entry and formatting.
- Creating simple formulas e.g. AVERAGE, SUMIF and COUNTIF.
- Navigating the Excel interface.
- Managing worksheets.
- Presenting data in basic visual charts.
- Sorting and filtering data in ascending or descending order.
- Subtraction, multiplication and division.

PERSONAL DETAILS

Date of birth	:	24-12-1998
Nationality	:	Indian
Passport No	:	T2158918
Visa status	:	Visit Visa.
Languages	:	English, Tamil, Malayalam & Hindi

Declaration: I hereby declare that the above furnished details are true with proven records

PLACE: - Dubai

DATE: - 14/11/2024

Jerin Jose