



PERSONAL DETAILS

DATE OF BIRTH:

29/05/1992

PLACE OF BIRTH:

Puthupally, Kerala

ADDRESS:

504-B Gulf Residence
Oud Metha
Dubai, U.A.E.

PHONE:

+971 52 2682734

EMAIL:

jamestony92@gmail.com

LINKEDIN:

www.linkedin.com/in/james-tony

EDUCATION

Mahatma Gandhi University – School of Technology and Applied Sciences
Kerala, India

Degrees in Computer Applications covering major computer programming applications

Master of Computer Applications

(September 2014 – January 2018)

Bachelor of Computer Applications

(July 2011 – May 2014)

TECHNICAL SKILLS

- MS Office
- SQL Database Management
- Social Media Management
- Final Cut Pro
- Adobe Photoshop
- Creative Videography Direction
- Still Photography

*References available on request

JAMES TONY

PROFESSIONAL SUMMARY

- Adaptable, open-minded, hardworking individual in pursuit of a career in Marketing/ Administration. Looking for new opportunities to expand my expertise and contribute to the growth of the company I will be associated with.
- Detail-oriented with outstanding organizational and communication skills, driven to exceed expectations on every assignment.

WORK EXPERIENCE

Commercial Plant | Kochi, India

Production house specializing in television commercials and media management

Office Administrator | December 2018 – March 2021

Experienced in working in a versatile work environment reporting directly to senior management in a creative and administrative capacity.

Well versed in managing multiple projects side by side and delivering exceptional results against tight timelines.

Key Highlights:

- Execution of advertisement campaigns – Conception to Delivery
- Creation of short format videography and still photography
- Calendar planning and client management for Creative Head.
- Internal database management and oversight

Sunitha Sales and Services Private Limited | Kochi, India

Authorized Cummins dealer specializing in diesel/alternative fuel engines and generators

Office Assistant – Service Division | April 2018 – November 2018

Working with the service team assisting in service line management by way of creation of quotations from service engineer reports

Key Highlights:

- Order book management – ERP and DB management
- Client management and problem solving
- Intercompany coordination
- Documentation of stakeholder meeting minutes

Asianet Satellite Communications Private Limited | Kottayam, India

TVC conglomerate specializing in Digital Cable TV and Broadband Internet services

Customer Service Executive | July 2011 – December 2017

Pursued a long-term internship with the family business having a franchise for Asianet Cable TV Network during my graduate and undergraduate degrees.

Key Highlights:

- Customer Service – Response and conflict resolution
- Monthly payment management for 200+ customers
- On-site and off-site client support
- Lead generation for technical client support