



JIBIN PADINJARATH

Contact Me

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KANNUR KODALI
KERALA,INDIA

Birth Date

22/Apr/1996

Other Info

Skills

- Customer service skills.
- Teamwork and collaboration.
- Professionalism and strong work ethic.
- Oral and written communications skills.
- Computer knowledge.

Languages

ENGLISH, HINDI,
MALAYALAM

Interest

Music, Cricket

Summary

Agile and well-organized Security Receptionist with 02 years of professional experience in Transguard Group LLC, which includes the duty of answering visitors enquiries about the company and services, directing visitors to their destinations, sorting and handing out mail, answering incoming calls & CCTV monitoring and controlling. 02 years of work experience as a field Investigator in National Sample Survey office in India & One year experience as a Sales Officer in ICICI Bank. Skilled at dealing with sensitive situations and keen to support the company with organizational diplomacy and communication skills.

Education

BA ECONOMICS

2013 - 2016

KANNUR UNIVERSITY

DIPLOMA IN INDIAN & FOREIGN ACCOUNTING

- 2016

GTEC COMPUTER EDUCATION
Knowledge in MS Excel, MS office etc

Work Experience

Security Receptionist

2020 - present

Transguard Group LLC

Emirates accommodation front desk receptionist

Field Investigator

2017 - 2019

National Sample Survey Office

Conducting household Survey related to education, health & infrastructure and making reports.

Sales Officer

2016 - 2017

ICICI BANK LTD

Customer service, Sales & Marketing