



JOYEL GODWIN

ADMIN

PERSONAL PROFILE

senior admin with 1.5 years of work experience in forex trading company, tele caller executive with 8 months of experience in a same company,

CONTACT INFORMATION

Contact: +971509142320

email: joyeljoe368@gmail.com

Dob: 14/07/1998

Nationality: Indian

language: English, Tamil

Address: Me-12, shabiya,
mussafah, abudhabi.

Status: Tourist visa

Abilities

- Microsoft Office Programs
- Research and data collection
- communication skills

EMPLOYMENT HISTORY

Telecalling executive (oct/2019 - may/2020)

worked as a tele calling executive in forex company, personally handled 50+ calls daily, clear customer problems.

Admin cum client relations manager (jun/2020 - jan/2022)

worked as a senior admin in Broking firm. Administration works & documents controlling, HR related works, database & email, calls management, maintain client relations, supporting management for business development program, setting up business conference.

EDUCATION

Bishop Heber college (2015 - 2018)

Bachelor of computer application,
graduated with a cumulative CGPA in 6.14

St. Joseph High Sec school (2014 - 2015)

completed my higher education with a 62%

R.C High Sec school (2012 - 2013)

completed my SSLC education with a 91.5%

PROFESSIONAL SKILLS

Development: basic level at C, Java.

Web Development: basic level at Html, Css, Javascript.

others: basic level at UI/UX in Figma and Adobe XD

basics in video editing.

Ms word, Ms excel at beginner level.

Typist in English 40+wpm.