

SREEJESH. P

Ph : +971 521707552



PRESENT ADDRESS

SREEJESH. P

Palakkal House

Pattel Road

P.O. Chirakkal

Kannur – 670 011

Kerala, India

Email ID : sreejjj@gmail.com

CAREER OBJECTIVE

To attain a respectable position in a reputed organization where my passion towards the organization can be recognized and to improve myself to be an indispensable asset to the same. To be effective in the work and to provide my employer with a view to contribute to their goals and effectively gain expertise in the areas/skills. I have been trained in.

CAREER PORTFOLIO

- Positive thinker and Progressive learner
- Ability to work in a fast – paced challenging environment
- Attention to detail and high level accuracy
- Good verbal and written communication skills in English
- Inter – personnel skills and good leadership qualities
- Stress management and time management skills
- Good typing speed

PERMANENT ADDRESS

SREEJESH. P

Palakkal House

Pattel Road

P.O. Chirakkal

Kannur – 670 011

Kerala, India

PERSONAL DETAILS

Father's Name Dhanarajan. K.O

Date of Birth 16.11.1989

Age 31

Sex Male

Nationality Indian

Marital Status Single

Health Good

Hobbies Reading
Travelling
Film
Social Media

ACADEMIC PROFILE**EXAMINATION**

SSLC

Plus Two

BCA

UNIVERSITY

Board of Public Examination,
Kerala

Board of Higher Secondary
Examination, Kerala

Kannur University

COMPUTER KNOWLEDGE

- Computer Application
- MS – Office (MS Word, MS Excel & Power point)
- Internet
- Office Automation
- Net Programming
- Data Entry
- HTML Web Designing
- C&C++ Programming
- Documentation

WORK EXPERIENCE

- Computer Operator in Reliance Communication Cochin (1 Year)
- 6 months Manager as Souparnika Lodging Ponekkara Cochin
- Office Administrator with Accounts Assistant at HAR Interiors Kannur (1 Year)
- Documentation Front Office Management
- Sales Co ordinator at HDFC Bank Car & General Loan Section Kannur Branch (1 year)
- Assistant Manager at Vista Advertising, Kannur (Two years)
- Supervisor at CPS Asha Logistics, Kochin
- Administrative Asst. at Jasims Corporation WLL – Bahrain (Two years)
- 7 years Driving Experience

PASSPORT DETAILS

Number J 1902722

Issue Place Kozhikode

Issue Date 09.06.2020

Exp. Date 08.06.2030

GCC Driving License Details:

License No. 891145036
(Kingdom of Bahrain)

Date of Issue 31.05.2017

Valid up to 5 years

LANGUAGES PROFICIENCY

ENGLISH

Speak, Read & Write

HINDI

Read, Write & Speak

MALAYALAM

Speak, Read & Write

TAMIL

Speak

DECLARATION

I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

Place : Kannur

SREEJESH.P

Date : 01.01.2022

Reference : **SREEJITH. O**

Manager

CPS Asha Logistics, Kochin

Thamanam

Mob : 9188114440

Email: cpsashalogistics@gmail.com

2. ARUN KUMAR. U

Managing Director

Vista Advertising

Koyili Complex, Kannur

Mob : 7034556864

Email: vistaadzknr@gmail.com