



SHONE IYPE THOMAS

CONTACT

📍 Dubai, United Arab Emirates

📞 +971582913610

✉️ shone8599@gmail.com

📅 05/08/1999

🚩 INDIAN

🔄 SINGLE

SKILLS

- Good Communication and leadership Skill
- Proficiency in Microsoft Office
- Sincere and Hard working
- Quick Learner
- Effective Time Manager

LANGUAGES

English: C1

Advanced

Hindi: B2

Upper intermediate

Malayalam: C2

Master or proficient

PROFESSIONAL SUMMARY

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization objectives and to explore the new areas and work in a dynamic stable organization.

WORK HISTORY

Office Administrator 08/2020 - 10/2021
Kanjirakadans Academy - Kerala, India

- Handled high-volume daily telephone and email enquiries, minimizing correspondence backlogs.
- Accurately executed secretarial tasks, maintaining smooth administrative operations.
- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy
- Assist colleagues whenever there is an opportunity to do so

EDUCATION

Bachelor of Business Administration, 2020
Flying Goose Aviation Academy – Kerala, India

Diploma in Airport Management, 2019
Flying Goose Aviation Academy – Kerala, India

Higher Secondary, 2017
Immanuel Marthoma Central School – Kerala, India

Secondary, 2015
Immanuel Marthoma Central School – Kerala, India

PERSONAL DETAILS

- Date of Birth : 05-08-1999
- Name of Father : Itty Iype Thomas
- Name of Mother : Sainy Thomas
- Religion : Christian
- Marital Status : Single
- Nationality : India

PASSPORT AND VISA DETAILS

- Passport Number : T6886969
- Place of Issue : Cochin, Kerala
- Date of Issue : 22-07-2019
- Date of Expiry : 21-07-2029
- Visa Status : Valid Visit Visa

DECLARATION

I, Shone Iype Thomas, hereby declare that the above written particulars are true to the best of my knowledge and belief.