

Curriculum Vitae

ARUN JOHNY

Kalathil House,Neendakara

Ezhupunna P O

Cherthala,Alappuzha-688537

Gmail: arunjohny5@gmail.com

Mob: **9072119933**

DoB: 15/01/1993

INTERESTS

Reading,Sports

EDUCATION

BEd in Physical Science, April 2014 – Avilla College, Edacochin, MG University.

BSc in Physics, April 2013 – Aquinas College , Edacochin , MG University.

APPOINTMENTS

Assistant Administration officer : GEMS Education Solutions India Pvt LTD Kakkanad,
September 2016 to May 2019.

Assistant Supervisor : HT Foods CSEZ Kakkanad, September 2015 to December 2015.

Supervisor Trainee : Amalgam Frozen Foods Ezhupunna, January 2015 to May 2015.

Quality Controller : Kay Kay Exports, Sea Food Park, Aroor, June 2013 To October 2013.

EXPERIENCE

Assistant Administration officer , GEMS Education Solutions India Pvt LTD

- Coordinating Transportation
- Maintain Different Registers
- Updating Petty Cash Expenses
- Bank Related Jobs(Cash Deposit,Cheque Deposit Etc)
- Dealing With Supporting Staffs
- Taking Responsibilities Of Full Maintenance Works
- Coordinating Administration Office Work
- Dealing With Vendors
- Maintain Store Room
- Purchase Pantry Items

Assistant Supervisor : HT Foods CSEZ Kakkanad

- Coordinating Pre Processing Unit Work
- Check The Quality And Quantity Of Raw Material

Curriculum Vitae

- Dealing With Labours

Supervisor Trainee : Amalgam Frozen Foods Ezhupunna

- Coordinating Packing Section And Production Section
- Controlling Shipment Process
- Maintain Production Room Hygeine

Quality Controller : Kay Kay Exports,Sea Food Park, Aroor

- Check The Hygiene Of Labours
- Check The Temperature Of Raw Materials
- Maintain Office Registers

MEMBERSHIPS

Ernakulam Public Library (Member ID: C39664)

REFERENCE

Name: Rathna Roy Choudhury

Designation: Primary Coordinator,

GEMS Modern Academy,Kakkanad

Mob: 9496901468

DECLARATION

I Hereby Declare That The Information Furnished Above Is True To The Best Of My Knowledge. I Do Hereby Declare that Above Particulars Of Information And Facts Stated Are True, Correct And Complete To The Best Of My Knowledge And Belief.

Date :

Signature