

Resume



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Present & Permanent Address

Azhikannickal (H)

Ottalloor P.O

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Kerala

India

Pin: 685586

Personal Data

Name – Ponnu Joseph

Father's Name – Joseph

Mathew

Date of Birth : 31-10-1993

Gender : Female

Marital Status : Single

Nationality : Indian

PONNU JOSEPH

OBJECTIVE

Enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment so as to achieve collective growth of both organization and myself.

EXPERIENCE

COMPANY NAME - GEO GAS

POSITION – FRONT OFFICE EXECUTIVE AND OFFICE ADMIN

DURATION – SEPTEMBER 2016 TO JUNE 2018

I joined this company as an Front office Executive and Office Admin from September 2016. It is a well established company as a distributor and supplier of special purpose gas products. The comprehensive and modern facility of Geo Gas is dedicated for the distribution of ultra pure gases, certified calibration gas mixtures, process gas mixtures, accessory supplying and for setting up of gas pipelines and related gas handling and measuring equipments.

In my capacity as an Front Office Executive and Office Admin I am engaged in following key areas.

- Answering phones, directing calls to appropriate person.
- Greeting customers
- Scheduling appointments & meetings.
- Handling customer inquiries.
- Manage clerical administrative & office responsibilities.
- Ensure security and privacy of data.
- Preparing vouchers and focus on new connection.
- Sorting incoming and outgoing mails and forwarding them to appropriate.
- Assisted in executing daily administrative duties.
- Coordinated with customers, collected feedback and provided recommendation to the management.
- Prepare personnel reports
- Filing management.

Words that describe me

Team player
Ambitious
Efficient
Hard working
Practical
Self-motivated
Sincere
Optimistic

Languages Known

English
Hindi
Malayalam
Tamil

Hobbies

Driving, playing shuttle, stitching,
cooking, gardening, travelling,
Internet browsing

References

Dr. Sibuktm.Chithran, Professor and
Head, Dept. of Management
Studies, Mangalam College of
Engineering, Kottayam Kerala,
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PROFESSIONAL & ACADEMIC QUALIFICATION

Year	Class	School/ College	Board / University	Percentage /mark
2009	10 th	St. Joseph's EMHS, Neeloor	STATE	70%
2011	12 th	DePaul Higher Secondary school , Thodupuzha	STATE	67%
2014	BBA	Al-azhar college of Arts & Science , Thodupuzha	M.G University	65%
2016	MBA (Finance &Marketing)	Mangalam College of Engineering, Kottayam.	M.G university	66%

SKILLS

- Excellence in management Skill.
- Good Communication and interpersonal skill.
- Excellent telephone etiquette and attention towards personal grooming.
- Crisis handling skill.
- Customer service skills
- Able to work flexible schedule
- Pleasing personality, customer focused and hardworking person.
- Excellent interpersonal skills& learn quickly.
- Extremely organized & efficient with a flair of multi tasking.
- Coordinated with other staffing departments to ensure solid customer relations.
- Manage all front desk operations including typing & answering phones.
- Familiar with most frequently used computer programs &office machinery.

COMPUTER SKILLS

- Tally ERP9
- MS Office
- Internet
- MS Excel

MBA ORGANIZATIONAL STUDY

- Organization : Dhanwanthari vaidyasala ' THODUPUZHA
Aim : Departmental analysis of Dhanwanthari vaidyasala, Thodupuzha.
- Duration of study : 1 Month , May 2015

MBA ACADEMIC PROJECT

- Organization : Vazhakulam Agro& Fruit Processing Company LTD, VAZHAKULAM
- Subject : EFFECTIVENESS OF CASH MANAGEMENT
- Duration : 2 Month , May & June, 2016

BBA ACADEMIC PROJECT

- Organization:Nagarjuna herbal concentrated LTD,Alakkod
- Subject: Labour Welfare
- Duration:2 Month, April&May

ACHIEVEMENTS

- Opportunity to learn and understand the working and structure of JIVE (VAFPCCL) which powered on insight into the corporate world.
- Participated in many management fests conducted by various institutes.
- Opportunity to lead and organize the management during my MBA successfully which boosted my organization skill.
- Secretary of NSS unit.
- Opportunity to acquire and share knowledge of well known personalities.
- Get Championship in Sports athletics.
- Winner of Malayalam Recitation.
- Won the prize for shuttle playing.

PASSPORT DETAILS

- ❖ Passport Number: R5238690
- ❖ Place of issue: Cochin
- ❖ Date of issue: 27/10/2017
- ❖ Date of expiry: 26/10/2027

DECLARATION

I do hereby declare that the above details are true to the best of My knowledge and shall be responsible for any mistakes above.

Place : Abu Dhabi
Date :

PONNU JOSEPH