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 **RESUME**

**TESIMOL JOSEPH**

Edathananiyil (H), ORA-31, Near to NGO Quarters, kakkanad

tesimolj@gmail.com

+918547465528

 **CAREER OBJECTIVE:**

 On the lookout for a suitable breakthrough in the Professional field to learn, develop and grow

 This will be absolutely beneficial to the organization.

 **HIGHLIGHTS OF QUALIFICATION**

* Highly organized, with great attention to detail and follow through.
* Flexible: able and willing to learn new things.
* Professional in appearance and strong work ethic.
* Computer skills.

 **ACADEMIC RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **University/ Board** | **Year of passing** | **Percentage** |
| BBA | KCMS Kannur | Kannur University | 2013 | 61% |
| XII | ST.JUDE’S HSS VELLARIKKUNDU KASARAGOD | KERALA STATE BOARD  | 2010 | 68% |
| SSLC | ST. MARY’S HS KADUMENI KASARAGODU | KERALA STATE BOARD | 2008 | 92% |

**COMPUTER PROFICIENCY**

* + - * Tally
			* Microsoft office
			* SAP

 **WORK EXPERIENCE**

 **1.Amrita enterprises Pvt. ltd Ernakulam - January 2016 to July2018**

 **Junior Executive of inventory management team**

 Managing an Inventory team, maintaining optimal stock levels to ensure timely availability of products, Keep concentration to all over the inventory area including, Monitor, maintain, raising orders and verify inventory accuracy and product levels. Set and strictly adhere to departmental budgets ensuring cost effective operation. Maintain inventory tracking databases, correspondence files and reporting the management.

 **2.** **Holy Cross College Of Nursing Kottiyam** - **May 2015 to November 2015**

 **Office Assistant**

Worked effectively in a team environment; participated in decision making; and maintained

 cooperative interaction with staff. Assisting in the office management functions.

 **3.** **Co-operative Bank Cherupuzha - January 2014 to April 2014**

 **Trainee**

Work directly to facilitate effective operations of bank. Continuously train and develop knowledge of

total bank operations. Include transactions, procedures and security

**LANGUAGES KNOWN:-**

English, Malayalam, Hindi (reading & writing), Tamil(speaking)

**Personal details:-**

Date of Birth: 29-06-1993

 Gender: Female

 Marital Status: Married

 Nationality: Indian

 REFERENCE:-

 Mrs. Aswathi Gopalakrishnan

 Senior executive

 Amrita Enterprises Pvt. Ltd

 Ernakulam(dst)

 Ph: 9496448314

 **Declaration:**

 I hereby declare that all the statements given above are true.

 Date: 19/07/2019

 Place: Ernakulam TESIMOL JOSEPH