

# SUNIL JOSEPH



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## CAREER OBJECTIVE

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To gain long term employment with an organization that is on or looking to be on the cutting edge, an organization that puts value on people and consider customer above all. Honest and ethical, i am looking to call this company my family.

## EXPERIENCE

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- **Williams Lea** *November 2015 - February 2017*  
Document specialist (FOR ROYAL BANK OF SCOTLAND)  
To create electronic documents/reports mainly in MS Office applications as per client requirements.

## EDUCATION

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- **IGNOU**  
M.A Public Administration  
64%  
2019
- **Sacred Heart College, Thevara**  
Bcom  
65%  
2015
- **Sacred Heart H.S.S Thevara**  
Plus Two (Commerce)  
84%  
2012
- **ST.Jude's E.M.H.S.S Thammanam**  
SSLC  
80%  
2010

## TECHNICAL SKILLS

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- MS Word, Excel, PowerPoint

## ACHIEVEMENTS & AWARDS

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- Exceptional performer award from previous employer.

## PERSONAL STRENGTHS

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Team player, Quick learner, Flexible, Attention to detail

## PERSONAL PROFILE

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- Date of Birth : 09/07/1994
- Marital Status : Single
- Known Languages : English, Malayalam, Hindi

