

## **JISMY. K. ANTONY**

Contact No. : 9072175620

Mail ID : jismykantony20@gmail.com



### **OBJECTIVES :**

To further enhance my skills and knowledge in line with my course in a challenging position and join a company that could give a environment for growth and here qualification and work experience. To help the company attain their goals and objectives and be a contributing factor.

### **ACADEMIC QUALIFICATION :**

- Plus Two
- Degree (Bachelor of Business Administration)

### **ADDITIONAL QUALIFICATION :**

- Diploma in Computer Application

### **AREAS OF EXPERTISE :**

- Result focused and office service oriented
- Strong verbal, written skills
- Team player and dependability
- Positive/ high energy levels
- Cultural awareness and sensitivity relating to multi-nationalities

### **WORK EXPERIENCE :**

- 2yrs experience as a Office Assistant at Leela Infopark
- 4yrs. Own Business of Internet Cafe
- From November 2018 working as Store Executive Officer in City Hospital, Ernakulam.

**SKILLS :**

- Handling Customer queries and complaints
- Knowledge in Microsoft word, Excel, Power Point.
- Flexibility, adaptability and the willingness to learn new skills.
- Ability to deal with sensitive people management issues effectively
- Quick learner and excellent team player.

**PERSONAL DETAILS :**

Father's Name : K. J. Antony  
Address : Kalapurakkal House, Thengode P. O.,  
Kakkanad, Kochi - 682030  
Date of Birth : 20-05-1986  
Gender : Female  
Marital Status : Single  
Nationality : Indian

**LANGUAGES KNOWN :**

- English & Malayalam

**DECLARATION :**

I hereby declare that the above particulars furnished by me are true and correct to the best of my Knowledge and belief

**JISMY. K. ANTONY**

Place : Kakkanad

Date :