Justin Joseph

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*Thundathil House*

*Nayarambalam P.O*

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*Ernakulam*

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**Profile**

Certificate holder in degree: Bachelor f science (B.Sc. Zoology). Also a member of NSS (National Service Scheme) running under Mahatma Gandhi University.

**Objective**

Seeking an entry level post that would enhance my creative and technical skill while contributing to the overall growth of company

**Educational Qualification**

* Graduated B.Sc Zoology, at St. Albert’s College Ernakulam. (2012 - 2015)
* Passed XII from GVHS Njarakkal. (2010 - 2012)
* Passed X from Ramavarma Union High School Cherai. (2010)
* Completed Diploma In Secretarial Practice

**Experience**

* Having 1 year of experience as sales executive at MGF Hyundai
* Having 2 Years experience as clerk in an Advocate office
* Also worked part time as promoter of Eve Craft Events & Management

**Key Responsibility**

* I’m a Quick learner who likes to spend more time to develop my character for my career
* Provide prompt , efficient service to all customer, so as to achieve high level of customer satisfaction
* Maintain an up to date knowledge of information and local services, including working hours, promotions, events and any allied information to respond to customer queries

**Efficient In**

* Good Knowledge in (MS. Office)
* Efficient in Internet Usage
* Good Communication Skill

**Personal**

Sex : Male

Age & DOB : 26-13/05/1995

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi, Malayalam

**Declaration**

I hereby declare that the above given details are true to best of my knowledge and belief. Reference upon your request