

JOBY SANTHOSH

Ernakulam, Kerala

jobysanthosh2@gmail.com

8943735914

Personal Details

Date of Birth: 1979-01-13

Eligible to work in: India

Highest Career Level: 5+ years experience

Work Experience

Accounts Assistant

LAB AGENCIES - Ernakulam, Kerala

December 2005 to Present

Doing Quotations, E- Tenders , Billing and accounts

Data Entry Operator

KCSM Vaduthala - Ernakulam, Kerala

November 2002 to December 2003

Data Entry Operator

Cochin Stock Exchange - Ernakulam, Kerala

November 2001 to May 2002

Front Office Executive cum Computer Opeartor

Digital Systems, Vaduthala - Ernakulam, Kerala

February 1998 to March 2000

Education

Higher Secondary(12th Pass) in Biology

St. Teresas collge , Ernakulam - Ernakulam, Kerala

June 1995 to March 1997

None

Skills / IT Skills

- Microsoft Excel
- Tally
- Microsoft office

- Computer skills

Languages

- Malayalam - Expert
- English - Intermediate
- Hindi - Intermediate