



# ALEN T JOHN

PUBLIC RELATIONS OFFICER

## PERSONAL PROFILE

To work in a organisation which provides me opportunity to develop my skills and to contribute in the organisation.

## SKILLS & ABILITIES

- Motivated, well-disciplined individual
- Finds joy in assisting others
- Knowledgeable in conversational English, malayalam ,Tamil
- leadership
- A good team coordinator

## CONTACT INFORMATION

Mobile No: 9626286233

Email: alentjohn@gmail.com

Current Address : RG layout ,SV mill  
Udumalpet  
Tamilandu

Permanent address : Chengara p.o,konni  
Pathanamthitta  
Kerala

## EMPLOYMENT HISTORY

### public relations officer

- Work experience(Sept2019;july2020)  
Preshitha Trust Hospital &Academy  
pollachi,Tamilnadu

## EDUCATIONAL HISTORY

2019 MSW (HR) NGM COLLEGE,POLLACHI 60%

2017 B.COM(CA) VIDAYSAGAR COLLEGE,UDU 62%

2014 HSC G.V.G MATRIC HR,SEC,SCHOOL,UDU 72%

2012 SSLC CH.MATRIC HR,SEC,SCHOOL 63%

## INTERESTS AND HOBBIES

- i am interested in doing social work
- preferred to work in groups
- Playing volley ball ,shuttle cock
- To travel different places

#### PERSONAL INFORMATION

Father's name : T.P johnykutty, B.Th  
Occupation : Pastor  
Mother's name : Annees John, B.Sc(Nursing)  
D.O.B : 13/03/1997  
Marital status : Unmarried  
Languages : Malayalam  
English  
Tamil

#### REFERENCE

Dr.L. Ranjit  
(Head, PG and Research  
Department of Social work)  
NGM College, Pollachi  
Phone : 8675553809

#### SKILLS AND ABILITIES

- Exceptional communication
- Successful working in a team environment
- The ability to work under pressure
- The ability to follow instructions and deliver quality work

#### SOFTWARE SKILLS

- Software : Tally, Microsoft office
- Platform : Microsoft windows

#### PROJECTS DONE

- A study on Organization culture among the empolyees in Modern Spinning Mills Ltd (2019)

#### DECLARATION

I Hereby declare that the above given information are true to the best of my knowledge.

Date :

Place :

Alen T John