



# Sanoop K Soman

B.com Graduate

To secure a stable position with a successful organization, where I can render my skills and professional knowledge to support and contribute towards achieving the organization's goals and in the process, develop my own skills and career.

✉ sanoopksoman@gmail.com

☎ +91984 692 8518

📍 Ernakulam

📅 10 February, 1992

## WORK EXPERIENCE

### Office Executive

Pension scheme,  
Indian Medical Association (1year)

10/2020-11/2021

Contact :9846166565

aluva ,Kerala

### Office Assistant. Operations Department Bluechip Corporate Investment Centre Pvt Ltd (2.8 yrs)

06/2016 - 04/2019,

Broking Firm , Insurance & Mutual Fund

Contact : J.Jesu Antony .Zonal Manager - 9447030452, 04844016746

Kochi , Kerala

## PREFERENCE

Comfortable working in shifts

Willing to work from home & (or) relocate

Expected ctc 2.5&above lakh per annum (negotiable  
based on job role and responsibilities)

present ctc 2.14 lakhs per annum.

## EDUCATION

### B.com

Bharathiar University

05/2019,

Coimbatore , Tamil Nadu

### 12th Senior Secondary Education CBSE

Kendriya Vidyalaya No: 2

04/2008 - 03/2010,

Naval Base Kochi

### 10th Std Higher Secondary Education

Kendriya Vidyalaya No:1

04/1998 - 03/2008,

Naval Base ,Kochi

## SKILLS

Proficient in Microsoft Excel

Quick and adaptive learner

Good in customer handling

prominent in maintaining good relationship

Good presentation & Organization skills

good communication & writing skill

Task management & Goal Achievement

## CERTIFICATES

Optical Fitting Course

Data Entry & Office Automation

Tally & Gst

## BIO-DATA

Marital status: Unmarried

sex : Male

Age : 31 yrs. old

## LANGUAGES

English

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Hindi

Full Professional Proficiency

## INTERESTS

Pets Lover

Aquarist

Gardening

Travelling