



ROJIN RAJU

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.



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PULIPRA PUTHEN VEEDU,
KIZHAKKETHERUVU P.O
KOTTARAKKARA, KOLLAM,
KERALA, INDIA

SKILLS

• Decision Making

• Multitasking and Organization

• Office Management

• Accounts Payable and Receivable

LANGUAGES

English
Professional Working Proficiency

Malayalam
Full Professional Proficiency

Hindi
Professional Working Proficiency

INTERESTS

• Playing Cricket

• Travelling

• Reading Books

• Listening Music

EDUCATION

Masters in Global Accounting + GST Kerala Computer Saksharatha Mission

08/2021

Adoor

Courses

- Tally
- QuickBooks
- PeachTree
- MS Office

GRADUATION

St. Gregorios College

04/2016

Kottarakkara

Bsc. Physics

- Course Completed only.

Higher Secondary St Gregorios H S S

2013

Kottarakkara

Course

- COMPUTER SCIENCE

SSLC

St Mary's HSS

2011

Kizhakkekara

WORK EXPERIENCE

OFFICE EXECUTIVE HOLY CROSS HOSPITAL

10/2022 - 05/2023

Kottiyam

Achievements/Tasks

- Answered office phones to assist and direct customers.
- Planned and organized events.
- Reviewed files and records to obtain information and respond to requests.
- Managed, scheduled and coordinated office functions and activities for employees.

OFFICE ASSISTANT BETHANY HOSPITAL

07/2017 - 10/2019

Puthoor

Achievements/Tasks

- Organized files, developed spreadsheets, faxed reports and scanned documents to improve organizational workflow
- Operated photocopiers and scanners, facsimile machines and personal computers.
- Offered diverse clerical support to office team members, managed correspondence, answered telephone calls and tracked documentation.
- Developed organizational filing systems for confidential customer records and reports.