

SUNIL JOSEPH

📍 Anamthuruthil (H), Bund road, Maradu PO, Ernakulam, Kerala - 682304

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Career Objective

Dedicated and motivated professional seeking a challenging position in a reputable company to utilize my skills, knowledge, and experience, while contributing to the growth and success of the organization.

Technical Skills

- Microsoft Word
- PowerPoint
- Excel
- Google Docs
- Adobe Premier pro
- Camtasia

Projects

Social Media Content Creator

January 2023 – Present
Self Employed

Key Responsibilities

As the owner of a monetized YouTube channel, my primary responsibility is to create engaging and high-quality content for the audience. This involves planning, scripting, editing and optimizing contents.

Languages known

- English
- Malayalam
- Hindi

Work Experience

HTIC Global

Content Developer – Training & Development

May 2022 – November 2022
Full Time

Key Responsibilities

- Developing instructional designs, including training manuals, presentations (PPT), and e-learning modules.
- Relationship management with vendors and Account managers to identify the issues that persist in the sales process and recommend solutions to the management with the help of interactive modules.

Educational Pursuits/Freelance work

April 2017 – March 2022

- Pursuing Post Graduation.
- Active in freelance jobs related to presentation and content creation in Upwork online platform.

Williams Lea

Document Specialist

November 2015 – February 2017
Full Time

Key Responsibilities

- Creating visually appealing and professional presentation designs using PowerPoint. This involves selecting appropriate layout to enhance the visual impact of the presentation.
- Managing multiple projects simultaneously and meeting deadlines.

Academic Scores

- MA Public Administration from IGNOU; Kochi, Kerala in 2019
- BCOM from Sacred Heart College, MG University; Kochi, Kerala in 2015
- 12th from Sacred Heart H.S.S, State Board; Kochi, Kerala in 2012
- 10th from St. Jude's E.M.H.S.S, State Board; Kochi, Kerala in 2010

Other Certifications and Badges

- Certified in Fundamentals of Digital Marketing from Google
- SEO certified from HubSpot Academy
- LinkedIn badges in Microsoft Word, PowerPoint and Excel

I hereby declare that the information provided in this resume is true, accurate, and complete to the best of my knowledge. I authorize the verification of all the information provided and consent to background checks as part of the application process. I am aware that this resume serves as a representation of my qualifications and suitability for the position applied for.

Place:

Date:

(Sunil Joseph)