



# Tom Renjith M J

## My Contact

✉ tomrenjithmj22@gmail.com

☎ 9744814181

📍 Edakochi P O, Kochi, Kerala

## Hard Skill

- Excel
- Administrative Support
- Customer Service
- Calendar Management
- Follow Up
- Travel Arrangements
- Clerical Support
- Scheduling

## Soft Skill

- Kind and Respectful
- Decision making
- Communication
- Trustworthy
- Flexible
- Self-control

## Personal Details

Date of Birth : 22/06/1995

Sex : male

Nationality : Indian

Marital Status : Single

Language Knows : English, Malayalam

Contact Address : Myloth House, Near

Aquinas College, Edakochi 682010

## OBJECTIVE

Intend to build a career by contributing to the Institution which will help me to explore myself fully and realize my potential. Always willing to work as a key player in challenging and creative environment, which will boost my career.

## Professional Experience

**Gautham Hospital | Operations & Promotions Executive**  
May 2022 – Present

**Gautham Hospital | HR/Health Care Promotions**  
March 2020 – May 2022

**Sehion Preshitha Sangham Charitable trust**  
**Reg no: 121/04/2017**  
**Public Relation Executive**  
May 2017 – February 2020

## Education Background

- Vision School Of Aviation, Ravipuram Ernakulum  
*Diploma In Aviation security awareness (IATA) & Diploma in cargo Introductory (IATA)*  
Completed in 2017
- Sree Bodhi Academy Of Higher Education & Research Foundation, Pondicherry  
*B.A ECONOMICS*  
Completed in 2016

## Achievements

- 2012 Participated National Baseball Championships at Odisha & Maharashtra
- 2022 Participated Kerala Yathra A Charity Programme Covering all Kerala