



APPLICATION FOR THE POST OF DATA ENTRY OPERATOR

9495738175, 7012424061

tijotantony381@gmail.com

**TIJO T
ANTONY**

ADDRESS

KIZHAKKEKALATHIL
KUTTAMANGALAM P O
KAINAKARY
ALAPPUZHA
KERALA, INDIA
PIN 688501

EDUCATION

	SUBJECT	INSTITUTION AND UNIVERSITY	PERCENTAGE	YEAR OF PASS
SSLC	GENERAL	ST MARY'S HS KAINAKARY (Kerala board of public examinations)	85.00 %	2010
PLUS TWO	COMPUTER SCIENCE	N S HSS NEDUMUDY (BOARD OF HIGHER SECONDARY EXAMINATIONS KERALA)	81.75 %	2012
DIPL OMA	AUTOMOBILE ENGINEERING	CARMEL POLYTECHNIC COLLEGE ALAPPUZHA (STATE BOARD OF TECHNICAL EDUCATION KERALA)	83.79 %	2015
DEGREE	B.A SOCIOLOGY	KERALA UNIVERSITY	62.00 %	2019
CERTIFICATE	DATA ENTRY OPERATOR AND OFFICE AUTOMATION IN ENGLISH AND MALAYALAM	LBS CENTRE FOR SCIENCE AND TECHNOLOGY KERALA	90%	2023

SKILLS

HARDWORKING
ADAPTIVE
RELIABLE

COMPUTER SKILLS

MS OFFICE EXCEL
MS OFFICE WORD
MS ACCESS, MS POWER POINT
DATA ENTRY, TYPING IN ENGLISH AND MALAYALAM

EXPERIENCE.

1 YEAR EXPERIENCE AS TECHNICAL APPRENTICE AT VSSC, ISRO
THIRUVANANTHAPURAM

LANGUAGES KNOWN

MALAYALAM (READ, WRITE, SPEAK)
ENGLISH (READ, WRITE, SPEAK)

DECLARATION

I here by declare that all the information provided above are correct at best of my knowledge.

Place:

Date:

SIGNATURE

K- 268917

GENERAL EDUCATION DEPARTMENT
SECONDARY SCHOOL LEAVING CERTIFICATE
(Classed under the Authority of the Government of Kerala)

Name of School :
ST. MARY'S H S KAINAKARY
Admission No. : 7094

- 1. Name : TIJO T. ANTONY
- 2. Name in Regional Language : തിജോ ടി. അന്തോണി
- 3. Date of Birth (in figures) : 23/09/1994
(in words) : TWENTYTHIRD SEPTEMBER NINETEEN NINETY FOUR
- 4. Sex : MALE
- 5. Religion and Caste (as per the Admission Register) : CHRISTIAN, SYRIAN CATHOLIC
- 6. Whether belongs to SC/ST/OEC/OBC : GENERAL
- 7. Nationality : INDIAN
- 8. Place of Birth : ALAPPUZHA
- 9. Name of Father : ANTONY THOMAS
- 10. Name of Mother : ANNAMMA ANTONY
- 11. Name of Guardian : ANTONY THOMAS
- 12. Home Address (as specified in the Admission Register) : KIZHAKKELATHIL, KUTTAMANGALAM P.O.,
ALAPPUZHA - 688 501

13. Mode of Presentation : SCHOOL GOING

14. Identification Marks :

- (i) A BLACK MOLE ON THE LEFT HAND SMALL FINGER.
- (ii) A BLACK MOLE ON THE BACK SIDE OF THE THROAT.



[Signature]
BABY JOSEPH

Name & Designation of the Head of the School :
ST. MARY'S H S KAINAKARY



GOVERNMENT OF KERALA

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name : TIJO T. ANTONY

Register Number : 457691 Month & Year: MARCH 2010 No. of Chances: 1

This is to certify that the candidate herein has appeared for the SSLC Examination and secured the following Grades

Subject	Grade	Grade in words
First Language Paper - I (MALAYALAM)	A+	A Plus
First Language Paper - II (MALAYALAM)	A+	A Plus
English	A	A Only
Hindi	A	A Only
Social Science	A+	A Plus
Physics	A+	A Plus
Chemistry	A	A Only
Biology	A+	A Plus
Mathematics	B+	B Plus
Information Technology	A+	A Plus

GRADE RANGE

A+ 90% and above Outstanding B 80% - 89% Good D- 10% - 19% Marginal
 A 80% - 89% Excellent C+ 50% - 59% Above Average B 10% - 19% Need Improvement
 B+ 70% - 79% Very Good C 40% - 49% Average E Below 10% Need Improvement

Minimum Eligibility for Higher study is D+ Grade for Each Paper.



ELIGIBLE FOR HIGHER STUDIES

[Signature]
JOHNS V. JOHN

SECRETARY

Board of Public Examinations, Kerala

Date of Publication of Result: 03/05/2010



GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATION
HIGHER SECONDARY EXAMINATION

No. HSE 1187219

CERTIFICATE

Register Number **8083109**

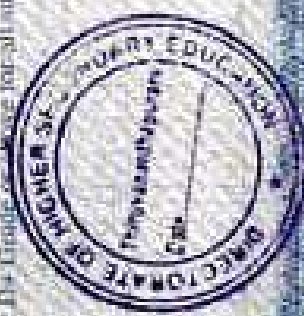
This is to certify that Mr. Ms. **TJO T. ANTONY** appeared for the **HIGHER SECONDARY EXAMINATION**

in **SCIENCE** (GROUP) held in **MARCH 2012** at **He/She/s** **ELIGIBLE** for higher studies.

The Scores and Grades obtained by the Candidate are shown below:

SUBJECTS	FIRST YEAR			SECOND YEAR			GRAND TOTAL			Grade in Words	
	CE	TE	Total	CE	PE	TE	CE	PE	TE		Total
	PART I ENGLISH	20	61	81	20	-	58	40	-		119
PART II HINDI	20	63	83	20	-	70	40	-	133	173	A
PART III (Optionals) PHYSICS	20	38	58	20	40	29	40	40	67	147	B plus
CHEMISTRY	20	56	76	20	40	51	40	40	107	187	A plus
COMPUTER SCIENCE	20	50	70	20	40	48	40	40	98	178	A
MATHEMATICS	20	61	81	20	-	36	40	-	97	137	B

Eligibility for Higher Studies: B+ Grade & above for all subjects.



Place: Thiruvananthapuram
 Date: 15-05-2012

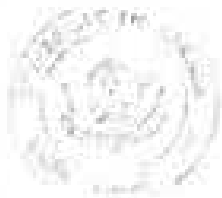
(Signature)

SECRETARY
 Board of Higher Secondary Examinations
 Government of Kerala



FACULTY OF SOCIAL SCIENCES

*The Senate of the University of Kerala hereby makes known that **Tijo T. Antony** has been admitted to the Degree of Bachelor of Arts, he having been certified by duly appointed Examiners to be qualified to receive the same and having been by them placed after passing the prescribed Examinations in the **Third Class in Part I - English**, in the **Second Class in Part II - Additional Language (Malayalam)** and in the **First Class in Part III - Optional Subjects (Group VII - Sociology Main and Indian History and Political Science Subsidiaries)** in **April 2018 , April 2018 and April 2019** respectively .*



Given under the seal of the University

University Buildings

Thiruvananthapuram November 20, 2019



[Signature]
Vice Chancellor

0602195

COPY

No. **ALPY-2910/22**

No. **9022**



LBS CENTRE FOR SCIENCE & TECHNOLOGY

(A Government of Kerala Undertaking)

Thiruvananthapuram

CERTIFICATE

This is to certify that

TIJO T ANTONY

has successfully completed the course on

DATA ENTRY AND OFFICE AUTOMATION

(English and Malayalam)

with practical training

conducted by LBS Centre for Science & Technology

Which commenced on 19/10/2022

and has passed the concluding examination with

A++

grade

Course Duration: 4 Months

Exam Month & Year: February 2023

Course Co-ordinator

Date : 20/04/2023



90% and above 'A++', 70% to 89% 'A+', 50% to 69% 'A', 40% to 49% 'B'