

# JOBIN JOHN MATHEW



+91 9744383061



Jobinm182@gmail.com



Vizhalayil House  
Kadapra Mannar Po



Jobinm182@gmail.com

## Personal Details

- 1.Date Of Birth:23/02/1999
- 2.Nationality:Indian
- 3.Martial Status:Single
- 4.Religion:Christian
- 5.Caste:Orthodox

### Skills

- 1.Good Communication Skills
- 2.Ms Office
- 3.Team Work
- 4 Good Interacting

### Achievment

1. National Social Service  
Volunteer Work  
Health Care  
School

## WORK EXPERIENCE

- 1.Front Office
- 2.Guest Relation
- 3.Reimbursement
- 4.Cashless Processing
- 5.Query Replies Both Cashless And Reimbursement
- 6.Submission Of Discharge Documents
- 7.Submission Of Soft And HardCopy to the concerned compaines
- 8.Courier Dispatch

### Provisional Experience

- 1.Completed Six Months Of Training under housekeeping department at harbour view residence
- 2.Completed Six Months Of Training under insurance department at st.gregorios medical mission hospital

### Additional Information

- 1.Diploma in computer hardware (DCH) IT training division gov of india approved 2019
- 2.Ms Office,Data soft training division gov of india 2018

## EDUCATION

Bharathiar University  
BBA AIRLINE AND AIRPORT  
MANAGEMENT

Mathama Higher Secondary  
School

Mar Gregorios Memorial High  
School

## INTERESTS

- Travelling
- Singing

## LANGUAGES

- English
- Malayalam

## SOFTWARE

Excel ● ● ● ● ●  
PowerPoint ● ● ● ● ●  
Word ● ● ● ● ●

## REFERENCES

JOBIN JOHN MATHEW