



CHIKKU JOE JOHN

OFFICE ADMINISTRATOR, MANAGER
& CASHIER

CONTACT

- 📍 Thyparambil House Moolavattam P. O Kottayam
- ☎ 9496779780
- ✉ chikkujoejohn@gmail.com
- 📅 25-05-1995

OBJECTIVE

Hardworking Business Administrator talented with clerical work and skilled in managing team assignments. Experienced with word processing, data entry, cash handling and processing payments. Looking for an administrator role to offer my skills especially in the field of sales, monitoring and cash management.

LANGUAGE

- ✓ Malayalam ★★★★★
- ✓ English ★★★★★
- ✓ Hindi ★★★★★

SKILLS

- Effective communicator
- Interpersonal skills
- Critical thinking
- Flexibility

INTEREST

- Reading and reviewing books
- Travelling and exploring
- Enthusiastic cricket player
- Party planning and hosting
- Picturing

WORK EXPERIENCE

📌 Office Administrator

2021 March -
2024 March

Jackson Drugs and Surgicals Kottayam

1. Manage schedules,organize office fuctions and oversee daily operations of office.
2. Hired, trained and provided initial support for staffs.
3. Improved office operations through computerising activities,manager customer communications,scheduling payments and tracking records and documents.
4. Answered, screened and redirected office calls with professionalism and efficacy.

📌 Cashier

2016 - 2018

Jackson Drugs and Surgicals Kottayam

1. Apply expertise in business administration, record keeping,planning policies,procedures and related responsibilities to ensure productive operations.
2. Open and close registers,monitor cash limits and ensure quality customer service at all times.
3. Cash management of the drawer throughout their shift,correct distribution of change and ensuring debit and credit are processed properly.
4. Operated 'Remedy 19' pharmaceutical accounting software

📌 Sales Executive (Clothing Industry)

July 2015 -
September 2015

Jolly Silks - Joyalukkas Group Thiruvalla

1. Provided presentation to customers on latest collections.
2. Monitored market conditions, product innovations and competitor's products, prices and sales.
3. Maintained proper contact with the customers to demonstrate products,explain product features and solicit orders.
4. Recommended products to customers based on customer's needs and interest.

EDUCATION

📌 M. com

Bharathiar University
60%

📌 B. com

St. Antony's College Kottayam
57%

📌 Plus Two

M.D H S S Kottayam
72%

TECHNICAL SKILLS

1. Tally ERP 9
2. MS Office
3. Word and Excel
4. Remedy 19 (pharmaceutical accounting software)