

# ANTONY JITHIN P J

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## **PROFESSIONAL SUMMARY**

Experienced and adaptable professional with various roles including press invigilator, delivery executive, and salesperson. Demonstrated ability to excel in various environments, showing strong organizational, communication, and customer service skills. Competent in ensuring quality control, managing operations, and delivering exceptional customer service. Committed to excellence and continuous improvement in every role undertaken.

## **WORK EXPERIENCE**

### **Venue Manager | Cambridge University Press | Jan 2024- June 2024 | Trivandrum, Kerala**

- Organized and supervised event management and operations.
- Interacted with client to ensure their needs were met
- Supervised a team of staff during events to ensure client satisfaction.
- Ensured compliance with safety regulations and venue policies.

### **Press Invigilator | Cambridge University Press | March 2022- Dec 2023 | Trivandrum, Kerala**

- Ensure the exam conditions were set properly and rules are maintained
- Ensured the candidate identities and organized exam materials.
- Teamed up with other invigilators and staff to maintain coherent exam operations.
- Cooperated in the preparation and organized exam venues.
- Secured adherence to all Cambridge University examination policies.

### **Sales Assistant | Kalyan Silks | Feb 2020- May 2020 | Trivandrum, Kerala**

- Provided guidance to customers in selecting and purchasing products.
- Managed inventory levels and stock maintenance.
- Organized products in an attractive and accessible manner

### **Delivery Partner | Zomato | Feb 2018- April 2019 | Trivandrum, Kerala**

- Maintained accurate time for pickup and delivery of food order
- Delivered food orders safely and efficiently to customer
- Managed cash and online transactions according to Zomato policies.

## **VOLUNTEERING**

### **International Film Festival of Kerala (IFFK) | Trivandrum**

- Assisted in event coordination and organization of screenings.
- Helped manage venues and ensured smooth operations.
- Coordinated with team members to solve logistical issues.

## **CERTIFICATION**

- 2D Animation | 2017

## **SKILLS**

### **Digital Skills**

ChatGPT / Bilingual Support / Google suite -Gmail, Google Drive, Google Slide, Google Docs, Google Sheets, Google Forms / Generative AI / Microsoft Office / Data Entry & Organization of Data

## **Soft Skills**

Organization Skills / Critical thinking and analysing / Customer Services / Good Communication and Writing Skills / Flexibility and Cultural adaptability / Leadership and Team Management / Quality Assurance & Quality Control / Initiative / Professionalism / Strong Time Management / Creativity and Attention to Detail / Record keeping

## **EDUCATION**

### **Draughtsman-Mechanical**

M P College (ITI) [ 2017] City: Trivandrum, Kerala

### **Plus Two-Humanities**

RKDNSS School Sasthamangalam [2014], Trivandrum, Kerala

### **Matriculation-SSLC**

RKDNSS School Sasthamangalam [2012], Trivandrum, Kerala

## **LANGUAGE SKILLS**

- **Malayalam:** Native language
- **English:** Proficient in listening, reading, writing, and speaking
- **Hindi:** Proficient in listening, reading, and speaking, basic writing skills
- **Tamil:** Basic skills in listening, reading, and writing

## **HOBBIES & INTEREST**

Music, DJ Mixing, Drawing, Travelling

## **REFERENCE**

### **Joby B (Asst. Manager)**

Karur Vysya Bank

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