



JOBSON P THOMAS

CONTACT

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Location:
Muhammed bin Zayed ME-9,
Abu Dhabi.

PERSONAL STRENGTHS

- COMMUNICATION - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- ORGANIZATION - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT-Management skills to direct others and review others performance.

OTHER CERTIFICATION

- Civil Defense Corps – Membership Certificate from Govt of Kerala - 26/03/2020
- Successfully completed course of Diploma in Professional Accounting with A Grade during the period of 05-04-2018 to 11-10-2019 at Ample Soft, Chengannur

COMPUTER PROFICIENCY

- Tally
- Computer fundamentals with knowledge in MS Office
- Internet & Email

HOTICULTURIST

- Budding, Grafting, Air layering, Mount layering, etc..

LANGUAGES KNOWN

- English (R, W, S) •Hindi (R, W, S)
- Malayalam (R, W, S)

INTEREST & HOBBIES

- Listening to Music
- Reading Books
- Gardening

REFERENCE

- Available upon request

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it

KEY SKILLS

Team Work	Work Ethic	Communication	Leadership
Organization skills	Time Management	Interpersonal ability	
Detail Oriented	Punctual	Quick Learner	Hardworking
			Analytic Skills

EMPLOYMENT CHRONICLE

Usha Hospital, Chengannur Clerk/cashier | **2016-2017**
Indo US Interiors and Contractors Chengannur accountant trainee | **2018-2019**
Oppo Sales Promoter, Mobile Planet Thiruvalla | **2021-2023**

ACADEMIC CREDENTIALS

MBA (TECHNOLOGY MANAGEMENT) - 2021

Bharathiar university

•Bsc. PHYSICS - 2015

• Kerala University

DCA - 2015

• TCILit

PLUS TWO - 2011

• Kerala State Board of Higher secondary Examination

SSLC - 2009

• ICSE Board

PERSONAL DOSSIER

Father's Name	: Thomas P. Thomas
Date of Birth	:18/08/1993
Gender	: Male
Marital Status	: Single
Driving licence	: 30/699/2012
Nationality	: Indian
Religion	: Christian Orthodox

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place : Muhammed bin Zayed ME-9, Abudabi

Date :

JOBSON P. THOMAS