



JISHNU MOHAN

JOB LOOKING FOR- ADMIN & SALES

ABOUT ME

An energetic and hard-working individual with a strong desire to succeed.

mohanjishnu772@gmail.com
Mob: +971547196639

SOFTWARE

MS OFFICE
ADOBE PHOTOSHOP

LANGUAGES

English
Malayalam
Hindi

PERSONAL INFO

Date of Birth : 11-01-1999
Gender : Male
Nationality : Indian
Marital Status : Single

PASSPORT

Issue : 28-10-2021
Expiry : 27-10-2031
Place : Trivandrum

VISA STATUS

Visit Visa
Expiry : 12-03-2023

OBJECTIVE

Seeking an entry level administrative assistant or sales position where my organizational skills and proficiency will be well utilized.

EDUCATION

- Bachelor of Business Administration (BBA) from Kerala University.
- PLUS TWO Certificate issued by Board of Higher Secondary Examination, Kerala.
- Secondary School Leaving Certificate issued by Board of Public Examinations, Kerala.

PROFFESIONAL EDUCATION

- Diploma in Industrial and Construction Safety from Govt I.T.I Attingal, Kerala, India.

WORK EXPERIENCE

September
2021-
December
2022

Aksharam Documentation Centre, Kadakkal, Kollam
Sales Coordinator Cum Admin

- Assist in performance of all administrative duties as assigned.
- Provide front-desk support and other clerical assistance as required.
- Making presentations to promote new products and special deals.
- Presenting company products to customers.
- Helping customers by answering their enquiries.
- Collecting and analysing market information.
- Accurately verified and processed client applications.
- Maintained strict confidentiality of all applicant information.