



# JITHIN CK

## CONTACT

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📍 Sharja, UAE

## PERSONAL DETAILS

Date of Birth : 05/03/1995

Marital Status : Single

Nationality : Indian

Religion : Hindu

Gender : Male

Place : Malappuram

Passport No : W6020246

Place Of Issue : kozhikode

Date Of Issue : 21/10/2022

Date Of Expiry : 20/10/2032

## LANGUAGES

English Malayalam Hindi

## COVERING LETTERS

Hardworking employee enthusiastic about learning industry field inside and out. Pursues opportunities to learn new skills and contribute to group success. Offers strong administrative, relationship building and problem-solving abilities. Hardworking and passionate job seeker with organizational skills eager to secure entry level SUPERVISOR position. Ready to help team achieve company goals.

## EXPERIENCE

**Office Administrative** 2020 - 2022

APCO HONDA

- Managing director of financial services
- Overseeing clerical tasks, such as sorting and sending mail  
Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees
- Managing mails Performing data entry

**Office Assistant** 2018 - 2020

AM HONDA

- Managing director of financial services
- Overseeing clerical tasks, such as sorting and sending mail  
Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly

- Scheduling meetings and sending meeting invites to attendees

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## EDUCATION

Diploma in mechanical engineering	2015-2018
Excel Engineering college	
ITI Automobile Engineering	2013-2015
Amina ITI, Kalpakanchery	

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## REFERENCE

Reference can be provided upon request - ""

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## SKILLS

- Excellent leadership qualities and man management
- Answering phone calls
- Positive attitude towards work and the team,
- Organization and Time Management Teambuilding
- Analytical and Critical Thinking
- Decision-Making
- Database Management
- Learning new skills
- Sports
- Reading

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## DECLARATION

I here by declare that the above informations are true and correct to the best of my knowledge

JITHIN CK

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