



PROFILE

To find a challenging position to meet my competencies, capabilities, Skills and experience in a well recognized leading business organization, where knowledge and skills are highly recognized and rational, enthusiastic talents are highly appreciated.

CONTACT

PHONE:
+971 52-58-41-605

E-MAIL :
jyothypjoy14@gmail.com

LANGUAGES

English
Malayalam
Tamil
Hindi

JYOTHY PUSHPALATHA JOY

DATA ENTRY

EDUCATION

Diploma in Aviation & Hotel Management

WORK EXPERIENCE

Organization : **MILLENNIUM HYPERMARKETS LLC**
Data Entry -25/04/2020 to till Continues

Organization : **AL MADINA HYPERMARKET LLC**
Customer service and IT Supporter
Since 10 July 2019 to till 29 Feb 2020

COMPUTER SKILLS

Office Application: Microsoft Word, Microsoft Excel, Microsoft Power point, Paint, Internet & Email; Fast typing skills,

- Software's : Pro Retail –LUMINO , MYCOM Systems (OLD VERSION AND NEW VERSION IN HYPERMARKET)
Accounting – Supplier bill and Fresh bill ,
Receiving And Making Purchase order (LPO)
: Hot soft- Hotel Management
- Online Applications :Instashop , Athaay.com

SKILLS

- Problem solving efficiency
- Administrative and Management skills
- Fluent communication
- Perform efficiently under work pressure
- Punctuality
- Client Handling
- Quick Learner

PERSONAL DETAILS

DOB - 21/09/1993
Religion - Hindu
Nationality - Indian

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

JYOTHY P JOY