



Jerin Manoj

FRESH GRADUATE|EAGER TO
CONTRIBUTE IN TECH AND BUSINESS

Summary

A recent BCA graduate with a passion for leveraging my technical and business skills to drive organizational success. I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

Somatheeram Research Institute And Ayurveda Hospital, Trivandrum

Apr 2024 - Dec 2024
(0 Years,8 Months)

Hr Assistant

- Communicate effectively with employees to understand and address their concerns.
- Manage employee data, including salary inputs and new hire information.
- Organize and maintain office files and records.

Vattakkalam Textorium, Thodupuzha (Unpaid)

Apr 2018 - Mar 2024
(5 Years,11 Months)

Administrator

- A family-run textiles business.
- Handled sales and customer relations.
- Managed procurement and sourcing for the business.
- Worked in HR, managing employee relations, addressing concerns, and fostering a positive work environment.

Soft Skills

- Team Management
- Strong Communication
- Motivational Abilities

Education

Yenepoya University, Mangalore


Oct 2020 - Jul 2023

BCA (Bachelors of Computer Application) with Cyber Forensic Data Analytics and Cyber Security


Skills


- Data Entry
- Technical Skills
- Microsoft Word
- Microsoft Excel
- Billing
- Team building
- Problem-solving

Contact Details

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 09-Sep-2001

Languages

- English
- Malayalam
- Tamil
- Hindi