

**Jithin Jose**  
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### **JOB OBJECTIVE**

To work in an organization offering a responsible, challenging and creative work profile, conducive works culture and continuous learning environment, where my knowledge and technical experience can be utilized.

### **EDUCATIONAL QUALIFICATION**

- B.Com (Computer Application) from Mahatma Gandhi university (2019)
- Plus two (Commerce) from VHSE (2016)
- SSLC from Kerala State Board of Public Examinations (2014)

### **WORKING EXPERIENCE**

- Canberra Pharma Trivandrum, Kerala (Pharmaceuticals Company) as on Office Assistance from 15<sup>th</sup> February 2021 to till date.

### **SOFTWARE SKILLS**

- M.S. Office
- Tally ERP 9
- S.A.P
- Outlook Express

### **CAPABILITIES**

- Good Communication skills and interpersonal skills
- Meticulous and hard working
- Displaying initiative and independence and can work on own or as a part of team.
- Highly flexible

### **KEY FUNCTIONAL RESPONSIBILITIES**

- Managing the transportation.
- Managing the warehouse Stocks & Inventory.
- Maintaining the document in hard & Soft copy

**PERSONAL INFORMATION**

Date of birth : 18/05/1999  
Marital status : Single  
Nationality : Indian  
Religion : Christian

I hope that the above particulars will meet as per your requirements. If any other details required at your end, I would be glad to furnish it or appear for a personal interview as per your convenience. If a chance been given me to serve your organization, I will leave no stone unturned to fulfill my duties and to satisfy of my superiors by my work and ability.

Date:

Place: Kumplampoika

**Jithin Jose**