



MIJITH P. M

Nationality : Indian

Sex : Male

Date of Birth :21-10-1994

Marital Status : Single

Languages Known

- English
- Tamil
- Hindi
- Malayalam

Address:

PELY House

P. O NADUVILKARA

Thrissur Dist.

Kerala State

PIN:680614

Email Address:

mijithpm@gmail.com

Personal Profile

A hardworking, self-motivated and responsible person with outgoing personality and good communication skills. An individual who adapts well to new situations and enjoys meeting new challenges and seeing them through to completion.

Objective

To be involved in creative and constructive work that would not only satisfy my thirst for learning and serving organization but also boost my skills can prove to be beneficial for the company and the society as a whole.

WORK EXPERIENCE

NEW HARISREE AGENCY Thrithalloor, Thrissur, Kerala, India pin 680619

Office administrator

2015-2018

- Worked as Bad Debt Recover And Payment Collection Duties
- Communicated closely with Purchaser regarding the needs and issues they faced and suggesting remedies
- Supported office staff by organizing company events, meetings, and scheduling.
- Vehicle Maintenance And Permit Renewal Records Handling
- Communication with New Purchaser, Explain Company policy and Rules
- Official matters like Government license Registration and Renewal Works

PBS FOODMAZONE Vadanappally, Thrissur, Kerala, India Door no VI/366/B Pin 680619

Cashier & Office administrator

2018-2023

- Day to Day Cash Dealings
- Payments and Receipt book Maintaining
- Inform Day To Day Cash Flow of Firm To The Management With Help Of Spreadsheet
- Company Document Handling
- Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the office.

Mob No

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Reference

7025333999

harisreeagency@gmail.com

info@foodmazone.com

EDUCATIONAL QUALIFICATIONS

| Course | Board / University | School / College | Period | Subject |
|--------|---|--|-----------|---------------------------------|
| NEBOSH | THE NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH ENGLAND & WALES NO 2698100 | 1247 MILESTONE INDUSTRIAL TRAINING EXPERTS | 2022-2022 | MANAGEMENT OF HEALTH AND SAFETY |
| TALLY | GTEC | GTEC Nattika | 2017-2017 | Computer Accounting Tally |
| DCA | Kerala State Rutronix | Infratech Thrissur | 2015-2016 | Computer Application |
| DEGREE | Calicut University | St.Aloysius college Elthuruth | 2012-2015 | Economics |

Additional Course

- **SAP (NOT COMPLETED YET)**
- Participated in the UGC Sponsored National Seminar on Informational Economy and Its Impact on India
- Participated in the UGC Sponsored National Seminar on Economics Liberalisation and Inclusive Growth in India