

CURRICULUM VITAE

PAUL JOY

Pottakkal House

Khanna Nagar

Thrissur, Kerala, India – 680 309

Email : paulneonjoy97@gmail.com

Mob : 9746413990



PERSONAL DETAILS

Name : **PAUL JOY**
Father's Name : Joy P.P.
Date of Birth & Age : 04.07.1997, 26 yrs
Nationality : Indian
Gender : Male
Language Known : English, Malayalam

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	YEAR	PERCENTAGE
S.S.L.C	CRESCENT PUBLIC SCHOOL, CHALAKDUY	2013	85.5 %
PLUS TWO	CRESCENT PUBLIC SCHOOL, CHALAKDUY	2015	64 %
I.T.I (CIVIL DRAUGHTS MAN)	PULLER I.T.I (NCVT, Under Central Gov. of India)	2018	67 %

COMPUTER QUALIFICATION

- MS OFFICE
- AUTOCAD

WORKING EXPERIENCE

- Worked in an Exporting Firm for 3 years & 6 months as Office Assistant/ Worker.

JOB PROFILE & RESPONSIBILITY

- Assisting in giving replies to enquires, Purchase of items, Packing of items, Preparation of shipment weight & cost related documents, Transfer of shipment.

DECLARATION

I hereby certify that the above mentioned statements are correct & true to the best of my knowledge and belief.

PAUL JOY