



SOBIN BASTIN

Admin Assistant



WEBSITE:

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PHONE:

0583058406



LOCATION:

punjayil house, kambalath lane ,
kappattikavu eroor



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facebook/sobin bastin



linkedin/<https://www.linkedin.com/in/sobin-bastin-a4b637290>



instagram/_matrix_2004v_



twitter/sobin bastin

PROFILE

I am Admin Assistant with 3+ years of experience. My professional work experience as office administrator, office assistant. As my years of education and experience make me feel confident that I can excel and live up to the expectations in performing the duties assigned.



LANGUAGES

English	Speak	Read	Write
Hindi		Read	
Malayalam	Speak	Read	Write
Tamil	Speak		

SKILLS



Lead Generation	<div></div>	Decision Making	<div></div>
Work Under Pressure	<div></div>	Team Handling	<div></div>
Relationship Making	<div></div>	MS Excel	<div></div>
Office Administration	<div></div>	MS Word	<div></div>



EDUCATION

SSLC(SSLC With 78 %) 2017 - 2018

Sree Narayana
Vidyapeetam Public School
Ernakulam, India

Studied till 10th in Sree Narayana Vidyapeetam Public School, and scored the percentage of 78% overall on the result of 10th

+2(Commerce With 72 %) 2018 - 2020

Government Higher
Secondary School
Kalamassery
Ernakulam, India

Have done +2 in Kalamassery and overall achieved 72%

BBA(Bachelor Of Business Administration With 81 %)
Cyrix College Of Engineering And Computer Application
Thrissur, India

Have completed my graduation in distance education with job by aside

EXPERIENCE



Office Assistant
Reliance Jio
Reliance Jio, Oberon Mall ,
2nd Floor , Edapally, 682030,
India

July 2020 - Jan 2021

Duties and responsibilities include:
Preparation of daily , weekly& monthly reports, Recruiting of agents, Assistance to existing clients, Assisting with the jobs assigned my manager , Schedule up meetings

Administration Assistant
Tata Big Basket
Tata Bigbasket, Innovative Retail Concepts Pvt Ltd,
Rajagiri Valley Road ,
Kakkanad , 682031, India

Jan 2021 - Oct 2023

Achieving monthly and daily targets of the team, Lead assigning for team, Daily preparation of excel, Maintaining good relationship with clients , Scheduling roster for the team , Daily , weekly and monthly reports generation, Capturing day to day data , Arranging promotional activities in societies for team Scheduling up meetings and replaying mails and message on time .



HOBBIES

Art

Photography

Travel



Reference name: Irshad V

Designation: ARM

Company Name: Tata Big Basket

Email: Irshad.v@bigbasket.com

Mobile: 9746315606

DECLARATION

I solemnly declare that the information stated above is true and correct to the best of my belief.

Your's faithfully,