

SOBIN BASTIN Admin Assistant

WEBSITE:
https://www.linkedin.com/in/sobinbastin-a4b637290?
utm_source=share&utm_campaign=sha

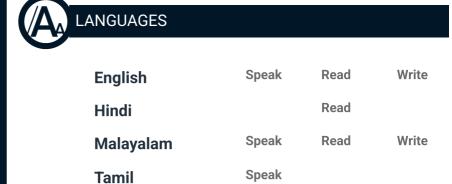
- PHONE: 0583058406
- D LOCATION:

 punjayil house, kambalath lane,

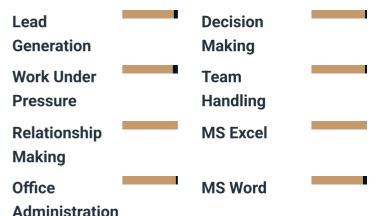
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- (o) instagram/__matrix__2004v_
- twitter/sobin bastin

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.



SKILLS



2017 - 2018



EDUCATION

Kalamassery

Ernakulam, India

SSLC(SSLC With 78 %)
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

Have done +2 in Kalamassery and overall achieved 72%

BBA(Bachelor Of Business

2020 - 2023

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 July 2020 - Jan

Reliance Jio 2021

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

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

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Administration Assistant Jan 2021 - Oct

Tata Big Basket 2023

Tata Bigbasket, Innovative Retail Concepts Pvt Ltd, Rajagiri Valley Road, Kakkanad, 682031, India

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.



Art Photography Travel



Research



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,

