

JIBINLAL.M.M

☎ +919656078618

✉ jibinlal.jbl@gmail.com



Career Objective

To work in an open, exciting and professional environment having excellent growth prospectus and contribute to the growth of the organization as well as myself by the organizational expectations.

Professional synopsis

- Rich Exposure to all aspects of Administrative Functions.
- Systematic approach backed by talent for getting work done within schedule.
- Willingness to take on Challenging assignments in all areas of work.
- Honest, sincere, hard working and punctual.

- An effective communicator with excellent relationship building & interpersonal skills. Possess a flexible & detail oriented attitude.

Academic Qualification

- B.Com From University of Calicut , Kerala, India
- +2 from State Board of Kerala
- SSLC from State Board of Kerala

Computer Expertise & Additional Skills

- Tally ERP , Windows XP and Vista, Windows-7,
- I-Mac MS Office, Keynote.

Professional Experience

Work experiences:

- YES Motors Driving School , Ponnani, India

Designation: Accountant (2 Year)

- Masoudh Perfumes , Ponnani , India

Designation: Sales Man (6 Month)

- GWC Qatar

Designation: Operation Officer (3 Month)

Job Responsibilities

- Selling
- Attending Complaints
- Reporting
- Arranging for Packing & Delivery

Personal Details

Name : Jibinlal M.M
Sex : Male
Marital Status : Single
Date of Birth : 19.10.1993
Father's Name : Manikandan
Nationality : Indian
State : Kerala
Driving License : Having Indian (LMV) Driving License.

Passport Details:-

Passport No : M1570039
Date of Issue : 26/08/2014
Date of Expiry : 25/08/2024
Place of Issue : Malappuram

)

Linguistic Capabilities

Read & Write : English, Malayalam, Hindi & Tamil
Speak : English (Good), Malayalam (Native), Hindi & Tamil (Good).

Declaration:

I sincerely state that the above mentioned facts are true to my knowledge and belief.

Jibinlal M.M