



BIJOY P. JOHN

ADMINISTRATION ASSISTANT

CONTACT

GSM (INDIA):
0091-9207969518

bijoyathanamthitta@gmail.com

**Palalil Vallikkattil
Parayanali
Omalloor P.O.
Pathanamthitta Dist.
Kerala State – 689647
India**

EDUCATION

**NEBOSH International
General Certificate**

M.Com
Master of Commerce

B.Com
Bachelor of Commerce

Plus Two

COMPUTER SKILLS:

- ◆ M.S Office
- ◆ Tally 9

CAREER OBJECTIVE:

A motivated administrative professional seeking a position in a challenging environment. Over 10 years experience successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills

PERSONAL STRENGTH:

- Possess a pleasing personality
- Good Interpersonal and communicational skills to work as a team member
- Discipline and dedicated
- Hard working and result oriented
- A driving instinct to achieve result with a leadership qualities

WORK EXPERIENCES:

I. The Oman Construction Company LLC – TOCO
(Occidental Mukhaizna Oilfield Construction Project under PDO).

DESIGNATION: ADMINISTRATION ASSISTANT /TECHNICAL CLERK

Duration – 23rd April 2010 to 30th Sep 2020

Roles & Responsibilities:

- ◆ Preparing monthly invoices, checking and clearing of Invoices
- ◆ Analyzing sub-Contractor's manpower and equipment reports.
- ◆ Supervised the staff to handle Billing, HR related and Payroll related jobs.
- ◆ Proper Documentation and record keeping.
- ◆ Handling of Payroll.
- ◆ Handling all the senior and junior employees' leave schedules.
- ◆ Handling the billing for clients.
- ◆ Preparation of Financial report to the main client (OXY)

- ◆ Developing and providing reports
- ◆ Purchase order processing
- ◆ Attended office telephones, emails, and Fax
- ◆ Maintained good filing system and prepared monthly invoices and reports

II. Kuruvilla & Co, Chartered Accountants, Kerala, India

Designation : **AUDIT ASSISTANT**

Duration : **From June 2008 to May 2009**

Roles & Responsibilities:

- ◆ Maintaining the books of accounts and book keeping.
- ◆ Ledger and Journal entries.
- ◆ Reviewing and correcting of accounting entries.
- ◆ Invoice entries and cross checking.
- ◆ Maintaining and managing of accounts receivables and Payables.
- ◆ Entering suggested payments onto the banking system

PERSONAL DETAILS:

Marital Status	: Married
Nationality	: Indian
Date of Birth	: 31.05.1986
Age	: 34
Sex	: Male
Father's Name	: Late John P. V.
Religion	: Christian
Languages Known	: English, Hindi & Malayalam

PASSPORT DETAILS:

Passport No	: S3674047
Date of Issue	: 20/03/2018
Date of Expiry	: 19/03/2028
Place of Issue	: MUSCAT

DECLARATION:

I do hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

BIJOY P. JOHN

Register No. 21268
&
Year May 2008

Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 3431/Leg.C1/85/Law, dated 17th April 1985)



FACULTY OF COMMERCE

The Syndicate of the Mahatma Gandhi University

hereby makes known that

Bijoy P John

has been admitted to the

Degree of Master of Commerce

*he/~~she~~ having been certified by duly appointed examiners to be
qualified to receive the same, and having been by them*

placed in the First class in the

Stream... Finance at the

examination held in... May 2008

Given under the seal of the University.

Priyadarshini Hills
Kottayam - 686 560
Kerala, India

23 March 2009




Vice-Chancellor

Register No. } 81173 A 2005
& } 81173 A 2004
Year } 81173 A 2006

Mahatma Gandhi University



FACULTY OF COMMERCE

*The Syndicate of the Mahatma Gandhi University
hereby makes known that*

Bijoy P. John

has been admitted to the

Degree of Bachelor of Commerce

*he/~~she~~ having been certified by duly appointed examiners to be
qualified to receive the same and having been by them placed
after passing the prescribed examinations, in the.....Third.....class
in Part I - English, in theSecond.....class in Part II - Additional
Language (.....Malayalam.....) and in theSecond..... Class
in Part III - (with....Computer....Applications....in....Business
as Elective Subject) in.....April.....2005....., April.....2004.....
....and.....April.....2006..... respectively.*

Given under the seal of the University.

University Buildings,
Kottayam - 686 560
Kerala, India

2 May 2007



Vice-Chancellor



GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATION
HIGHER SECONDARY EXAMINATION (CLASS XII)

No. HSE 872708

CERTIFICATE

Register
Number

799942

This is to certify that Mr/Ms...B.I. JOY. P. JOHN.....has appeared for the

HIGHER SECONDARY EXAMINATION (SCIENCE GROUP) held in...MARCH 2003.....

He/She has...PASSED...the Examination in Second Class.....

The marks obtained by the Candidate are shown below :

SUBJECTS	Marks Obtained			Min. Marks	Max. Marks
	In figures		In words		
	Subject	Part Total			
PART I ENGLISH	61	61	Six One	35	100
PART II MALAYALAM	55	55	Five Five	35	100
PART III (Optionals)					
PHYSICS	Theory	42		21	70
	Practical	28		...	30
	Total	70		35	100
CHEMISTRY	Theory	21		21	70
	Practical	28		...	30
	Total	49		35	100
BIOLOGY	Theory	30		21	70
	Practical	28		...	30
	Total	58		35	100
MATHEMATICS		36		35	100
TOTAL FOR PART III		213	Two One Three	140	400
GRAND TOTAL (PARTS I+II+III)		329	Three Two Nine	210	600



Place : Thiruvananthapuram
Date : 16/05/2003

[Signature]
Joint Director (Examinations),
Department of Higher Secondary Education,
Government of Kerala.

ST. JOHNS

INSTITUTE OF COMPUTER TECHNOLOGY

MERRYLAND BUILDINGS, PATHANAMTHITTA
KERALA, SOUTH INDIA Pin. 689 645

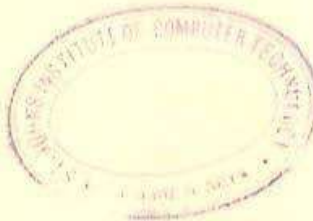
Reg. No. 1923.....

CERTIFICATE

*This is to certify that Mr./Mrs. BISOY P JOHN
Palalil Vakkattil House, Ormallur, PO.....
Pathanamthitta, Kerala has been successfully completed the
course of P.G.D.C.A..... during the
period June 2006 - May 2007.....
and having passed the examination conducted by our
institution. He/She placed in FIRST..... class
with grade A+..... His/Her character
and conduct are Good.....*

Pathanamthitta

Date 20.06.2007.



[Signature]
Director



POWER OF SIMPLICITY

Participation Certificate

This is to certify that

Mr./Ms.

BIJOY .P. JOHN

has attended the Tally Financial Accounting Program

MGM CAT CENTRE - Mar philixinos Memorial Building,

Volume I - IVal Near KSRTC Bus Station - Pathanamthitta

Certificate No. **9652009513**



Authorized Signatory



Academy



nebosh

NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

Bijoy Palalil John

was awarded this qualification on

01 March 2021

Les Philpott
Chair

Dee Arp
Accountable Officer

Master log certificate No: 00565738/1212027

SQA Ref: R630 04



**The National Examination Board in
Occupational Safety and Health**

Registered in England & Wales No. 2698100
A Charitable Company Charity No. 1010444

Kuruvilla & Co.

CHARTERED ACCOUNTANTS

PATHANAMTHITTA - 689 645, KERALA

TEL: (OFF.) 0468-2222028

FAX: 2326689

Ref. No./May./K/2009.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Bijoy P. John, S/o Mr. John P.V, residing at Palalil Vallikkattil House, Parayanali, Omalloor P.O, Pathanamthitta Dist; Kerala State, South India, PIN-689 647, is serving the above concern as an Audit Assistant Since June'2008.

During the period of his service, he was found hard working, intelligent and honest. His character and conduct are good so far I Know.

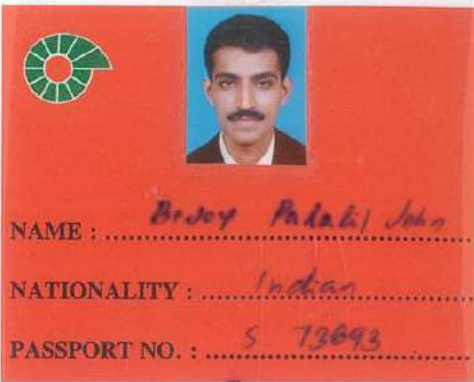
Pathanamthitta,
Date : 22.05.2009.



For Kuruvilla & Co.
Chartered Accountants

CA. D.M.Kuruvilla, FCA.

IDENTITY



NAME : Brijoy Palakhi John

NATIONALITY : Indian

PASSPORT NO. : S 73693

COMPANY : 1000

COMPANY NO. :

JOB TITLE :

PDO HSE TRAINING PASSPORT

This Passport is the property of PDO, and should be retained by the employee. If lost, please return this Passport to the PDO HSE Training Advisor at the following address :

Petroleum Development Oman
 attn. F. A. O. TSE/52
 P.O. Box 81
 Muscat
 Postal Code 113



Handwritten notes:
 1/11
 015/110/110
 (011) 3311

COURSE TITLE/ DATE	LOCATION/ INSTRUCTOR	EXPIRY DATE	STAMP & SIGNATURE

H2S TRAINING

COURSE TITLE/ DATE	LOCATION/ INSTRUCTOR	EXPIRY DATE	STAMP & SIGNATURE
<u>HSE (IND)</u> <u>24/04/2010</u>	<u>ST's</u> <u>Steven</u>	<u>N/A</u>	

B No. 455290

GOVERNMENT OF KERALA

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

GENERAL EDUCATION DEPARTMENT
SECONDARY SCHOOL LEAVING CERTIFICATE

(Issued under the Authority of the Government of Kerala)

This is to certify that the candidate herein has appeared in the SSLC Examination and has secured the marks as follows



Name of School

ARYA BHARATHI HIGH SCHOOL, OMALLLOOR, OMALLLOOR P O

Admission No. 8055

1. Name : BIJOY P. JOHN

2. Name in Regional Language : ബിജോയ് പി. ജി. ജോൺ

3. Sex : MALE

4. Date of Birth (in figures) : 31/05/1986

(in words) : THIRTYFIRST MAY NINETEEN EIGHTY SIX

5. Religion & Caste : CHRISTIAN, JACOBITE

6. Nationality : INDIAN

7. Name of Father/Guardian : JOHN . P . V

8. Name of Mother : AMMINI JOHN

9. Home Address : PALALIL VALLIKKATTIL, PARAYANALI OMALLLOOR P.O,
PATHANAMTHITTA

10. Signature of the Candidate :

(Handwritten signature of the candidate)

(School Seal)

Name & Signature of the Head of the Institution with Date

(Handwritten signature of the head of the institution)
Name & Signature of the Head of the Institution with Date

Register Number 574011
Month & Year March 2091

No. of Chances 1

Subject	Maximum	For the paper	Subject Total	Marks in the Public Examination		Subject Minimum for a pass	Group	State Average
				In Figures	In Words			
Group A : Language FIRST LANGUAGE Paper - I Malayalam	50	35						25
Paper - II Malayalam	50	38	73					31
SECOND LANGUAGE English Paper - I	50	15		137	ONE THREE SEVEN	20		13
Paper - II	50	18	33			90		13
THIRD LANGUAGE Hindi	50	31	31			10		19
GROUP B - Subject Social Sciences Paper - I History & Civics	50	40				20		22
Paper - II Geography & Economics	50	35	75					21
SCIENCE Paper I - Physics	50	26		204	TWO ZERO FOUR	120		17
Paper - II - Chemistry	50	35				30		19
Paper III - Biology & Health Science	50	24	85					19
MATHEMATICS Paper - I	50	25						18
Paper - II	50	19	44			20		15
TOTAL	600			341	THREE FOUR ONE			

Marks : 480 and above First Class with Distinction : 360 to 479 First Class: 300 to 359 Sec'd Class: 210 to 299 Third Class)

PASSED

(Handwritten signature)

Board of Public Examination, Kerala

