

SIJIL RENJITH



Contact

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Languages

ENGLISH, HINDI,MALAYALAM,
TAMIL

Passport Details

Passport No: RO387192
Place of Issue: Kozhikode
Date of Issue: 08/08/2017
Date of expiry: 07/08/2027

Personal Data

Date of Birth : 22. 07.1996
Sex : male
Nationality : Indian
Marital Status: Single

Objective

To become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Skill Highlights

- Marketing skills
- Electronics repair
- Strong decision maker
- Windows & Linux
- MS office
- Management skills
- Microsoft power point
- All Internet application

Experience

- **Executive** – 03/12/2020 to till the date

AHALIA FINFOREX pvt ltd , Kelakam

- NBFC
- FFMC
- TRAVELS
- WEALTH
- INSURANCE

- **Assistant Manager** - 01/09/2018 to 30/10/2020
(2.1 years)

JJ FINANCE pvt BANK, Kelakam , Kannur,kerala

- Marketing and Sales Responsibility
- Travel and Tourist section
- Manage Finance Accounting and Other Staffs
- Handle Bank balance and Cash dealings

- **Accounts department as Office Assistant and Computer billing staff** – 26/08/2016 to 31/08/2018
(2 years)

JK RESIDENCY 4* BUSINESS HOTEL ,Kannur,kerala

- Marketing and Sales Responsibility
- Handle Hotel balance and Cash dealings
- Office work
- Billing bar section

Education

- BACHELOR DEGREE (Pursing)
- THE FUNDAMENTALS OF DIGITAL MARKETING
- CCNA
- Diploma in Hotel Management
- ITI ELECTRONICS MECHANIC
- PLUS TWO , SSLC

Operating System

Win 10, 8, 7
Linux
Parrot
Backbox
Kali

Application Software

MS Office, Internet applications
C++, Hot Soft

Personal Skills

Good and Smart Driving
Tenacious work ethic
Ability to meet deadlines
Keen to learn
Positive attitude

Key Skills

Very Good knowledge of MS Word, excel
spreadsheets.
Excellent Customer service &
communication skills

Skills

Marketing, Hacking ,Technical, C++, Switching &VLAN,
DNS, Microsoft Word, EXCEL, HotSoft, Power point,
Outlook and Internet applications

Marketing skills- Managing distribution and providing customer satisfaction, handling customer objection effectively, excellent negotiation and communication skill.

Management skills- Can make quick decision, delegate work and responsibilities effectively; tasks are carried out effectively and on time.

Area of Interest

- Office Work
- Assistant Manager
- Computer operator
- Office assistant
- Online services
- Accounts Assistant
- Billing
- Electronics Repair
- Ethical Hacking & Cyber Security
- Technical
- Networking

COURSE/DEGREE	UNIVERSITY & SCHOOL	YEAR OF PASSING
Degree B.A	Indira Gandhi National Open University (IGNOU)	Pursing
The fundamentals of Digital marketing	GOOGLE -EMEA	2019
CCNA	CISCO	2019
Diploma in Hotel Management(F&B service)	FAME Management Studies	2017
ITI Electronics mechanic	NCVT	2016
Higher Secondary "Computer science"	Board of Higher Secondary Education, Kerala	2014
SSLC	Board of Secondary Education, Kerala	2012

DECLARATION: -

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

Place: Kelakam

Date:

SIJIL RENJITH