

Resume

Robin Mathew Varghese



 Thaiparampil House
Near Y.M.C.A Thiruvalla
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 7902513912
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 24/10/1990
 Ajman,UAE
 Single
 Indian

OBJECTIVE

Seeking a position that enables me to utilize and implement my education skills and capabilities meaningfully to the benefit of the organisation I work for.

EDUCATION

10 / June 2009-March 2010 Pathanapuram,Kollam,Kerala
St Stephens High Secondary School

+2 / June 2010-March 2012 Pathanapuram,Kollam,Kerala
St Stephens Higher Secondary School

BBA / July 2012-March 2015 Kothamangalam, Eranakulam,Kerala
Indira Gandhi Arts And Science College

MIS Smart Professional / June 2015-September 2015 Thiruvalla
Aptech Computer Education

Computer Courses / October 2018-June 2019 Thiruvalla
G-Tech Computer Education

COMPUTER KNOWLEDGE

- MS OFFICE
- Tally
- Peachtree
- QuickBooks
- SAP FICO

EXPERIENCE

Office Assistant / 18/05/2016-04/07/2017 Ajman, UAE
Royal United Metal and Glass Ltd

1. Streamlined vehicle insurance from different company.
2. Providing daily reports to higher management for analysis.
3. Facilitated the coordination of the rent pick updates in the company.
4. Leasing with Road and Traffic Authority and reporting fines and Salik check.
5. Supervise vehicle maintenance in the ERP system.

LANGUAGES

- English
- Malayalam
- Hindi

DECLARATION

I hereby declare that all the above given particulars and details are to the best of my knowledge and believe and I am also willing to give my best for the company.

Place :Thiruvalla
Date : 11/02/2020