



JOHN J OLICKAL

📍 **Home** : OLICKAL HOUSE VALLICHIRA P.O, PALA - 686574, KOTTAYAM, KERALA, INDIA, 686574, KOTTAYAM, India

✉ **Email**: johnolickans.official@gmail.com 📞 **Phone**: (+91) 9745888265

🌐 **LinkedIn**: www.linkedin.com/in/johnjolickal

Gender: Male **Date of birth**: 19/04/1995 **Place of birth**: Kerala, India **Nationality**: Indian

ABOUT ME

Motivated and results-driven aspiring Data Scientist with a strong academic background in data analysis, machine learning, and statistics, combined with a year of management experience. Proficient in Python, SQL, and data visualization tools like Tableau and Power BI. Adept at leading teams, managing projects, and applying analytical insights to improve business processes. Eager to leverage both technical and managerial skills to deliver data-driven solutions and drive organizational success. Committed to continuous learning and staying up to date with the latest trends and technologies in data science and management.

WORK EXPERIENCE

[27/11/2023 – 31/07/2024]

ADMINISTRATIVE OFFICER

N.ABLE TRAINING INSTITUTE Pvt.Ltd , German Language Gurukulam powered by ABC Study Links

City: ERNAKULAM | **Country**: India

- Managing student admissions, registrations, and enrollment processes.
- Maintaining student records and databases, ensuring accuracy and confidentiality.
- Providing information to prospective and current students regarding courses, schedules, fees, and policies.
- Coordinating course schedules, including arranging classrooms, teachers, and materials.
- Monitoring course enrollments and communicating with students regarding course availability and changes.
- Handling student fee payments, invoicing, and financial transactions.
- Assisting with recruitment processes for teaching staff and administrative personnel.
- Managing institute facilities, including classrooms, libraries, and computer labs.
- Coordinating maintenance and repair services as needed.
- Procuring and maintaining educational materials and resources.
- Handling correspondence, emails, and phone inquiries from students, parents, and external stakeholders.
- Drafting and editing documents such as letters, reports, and promotional materials.
- Maintaining computer systems, software applications, and network infrastructure.
- Offering guidance and support to students regarding academic and administrative matters.
- Handling student grievances and complaints in accordance with institute policies.
- Implementing health and safety policies and procedures within the institute.
- Ensuring a safe and secure environment for staff and students.

[07/04/2021 – 27/11/2023]

DOCUMENTATION OFFICER

ABC STUDY LINKS PVT.LTD

City: ERNAKULAM | **Country:** India

1. Managing a variety of administrative tasks such as answering phone calls, responding to emails, scheduling appointments, and maintaining records of students those are going for abroad.
2. Responsible for ensuring that all study abroad programs comply with legal and regulatory requirements, such as university admission and enrollment process, visa documents submission, and accommodation..
3. Managing risks related to study abroad programs, including providing safety and emergency procedures, ensuring that students are adequately insured, and managing crisis situations.
4. Maintaining accurate records related to study abroad programs, including student records, financial records, and program data.

EDUCATION AND TRAINING

[06/09/2017 – 10/06/2019]

MASTER IN COMPUTER APPLICATION

ST.JOSEPH'S COLLEGE OF ENGINEERING AND TECHNOLOGY <https://sjcetpalai.ac.in/>

Address: ST.JOSEPH'S COLLEGE OF ENGINEERING AND TECHNOLOGY, PALAI, Bharananganam Pravithanam Road Kottayam, Palai, Choondacherry, Kerala 686579, 686579, KOTTAYAM, India |

[10/09/2014 – 15/06/2017]

BACHELOR'S IN COMPUTER APPLICATION

ST.THOMAS COLLEGE OF ARTS AND SCIENCE <https://www.stcp.ac.in/>

Address: ST.THOMAS COLLEGE OF ARTS AND SCIENCE ,PALAI, Arunapuram, Pala, Kerala 686574, 686574, KOTTAYAM, India |

LANGUAGE SKILLS

Mother tongue(s): MALAYALAM

Other language(s):

English

LISTENING C1 READING C1 WRITING B1

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

My Digital Skills

Microsoft Office | Microsoft Word | Microsoft Powerpoint | Microsoft Excel | Outlook | Google Drive | Google Docs | Instagram | LinkedIn | Facebook | Skype | Organizational and planning skills | Team-work oriented | Good listener and communicator | Internet user | c++ c | Basics of Python | Power Query ,Power BI | Knowledge of Jupyter Notebook/Jupyter Lab | Machine Learning •