

CURRICULUM VITAE

BIJO MATHAI

Kannankara Puthen Veedu
Chunkathara Puthoor P.O
Kollam - 691507
+91 9495701415

CAREER OBJECTIVES

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

KEY COMPETENCIES

Business Development, Client Accusations, Relationship Building, Business Policy Formulation, Recruitment & Manpower Planning, Training & Development, Employee Engagement, Morale Building, General Administration& Motivational Sessions

PERSONAL QUALITIES

Hardworking, Sincere, Honest, Adaptable, Willing to learn, Confident, Team management skill and Multi Tasking.

PERSONAL INFORMATION

Date of Birth	: 22 September 1992
Gender	: Male
Languages Known	: Malayalam, English and Hindi
Contact No	: +91 9495701415
Email	: bijomthpthr92@gmail.com
Nationality	: Indian
Religion and Caste	: Christian Orthodox
Marital Status	: Single
Name of father	: Johnson Mathai

EDUCATION QUALIFICATION

- M.COM (Doing)
- B.COM
- PLUS TWO
- SSLC

COMPUTER KNOWLEDGE

- MS Office
- Tally

HOBBIES/INTEREST

- Listening to music
- Travelling

WORK EXPERIENCE

- I have two year and six month of work experience in Shantigram Vidhya Niketan School, Gurugram, Haryana.
- Three years experience in Kallethu Group of Concern, Kollam as Accounts Manager.
- Currently working in Natural Fair Makeover, Thiruvananthapuram as Accountant.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Place: Puthoor

Date :

Bijo Mathai