

JINCY G K



CONTACT



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PERSONAL DETAILS

Date of Birth : 29/04/1998

Nationality : Indian

Place : Trivandrum, Kerala

SKILLS

Leadership

Effective Time Management

Microsoft Office

Initiative and problem solving

Ability to work under pressure

LANGUAGES

English

Hindi

Malayalam

OBJECTIVE

To obtain a responsible position that gives scope to apply my knowledge, experience & skills and be a part of the team that dynamically works towards success and growth of the organisation.

EXPERIENCE

Vikram Sarabhai Space Centre, ISRO, Trivandrum

Aug 2018 - Aug 2019

Technician Apprentice

- I have one-year professional experience in Vikram Sarabhai Space Centre, Trivandrum.
- Provided all secretarial and logistic support for tour arrangements like Ticket booking, arranging Guest House accommodation and Transportation, Preparation of TA advance, settlement etc.
- Systematically recording the movement of document, keeping attendance Register, EL Register and Inward/Outward Register properly.
- Information Exchange between divisions/sections, Attending Telephone calls, typing letters, Collection of all letters and all DOS related papers from the entity office.
- Working Knowledge with Fax/Xerox machine.
- Possess good communication skills and a complete team player. A person with excellent relationship.

KKR Group Companies (NIRAPARA), Ernakulam

Jan 2024 - March 2024

Hr Department (Internship)

EDUCATION

Kerala University

2022 - 2024

MBA (Hr & Operations)

Kerala University

2019 - 2022

B. Com Co - operation

First Class

State Board of Technical Education

2015 - 2018

Diploma in Commercial Practice

First Class with Distinction

ADDITIONAL COURSES

CDTP (Certificate in Desktop Publishing)

DCA (Diploma in Computer Application)