

DENNICEMON LOUIS

OFFICE ASSISTANT & MARKETING

📍 Paika, Pala

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✉ dennicemonlouis@gmail.com



CAREER OVERVIEW

I manage secretarial duties like sorting and sending mail as a professional. I maintain an inventory of office supplies and place fresh orders as necessary. Adept at handling multiple projects simultaneously. Conducting market research to identify selling possibilities and evaluate customer needs. Actively seeking out new opportunities in markets.

EDUCATION

Bachelor of commerce in
Computer Applications under
M.G University(2017-2020)

Higher Secondary in
Commerce Under Kerala State
Board(2016-2017)

SSLC under Kerala State
Board(2015)

SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

INDIAN EXPERIENCE

Office Staff & Logistics partner

Maksat Technologies(Airtel) Kadavanthra|
Feb 2021-April 2022

- Maintain Airtel technical store by ensure the count of installment devices and maintain fixed count from warehouse.
- Sort and distribute correspondence as soon as possible and maintain records.
- Ensure information is accurate and valid by creating and updating records.
- Understand latest devices and replace as per company policy.

Marketing executive / HSO

Jio Digital Life| Dec 2022 - May 2023

- Jio Fiber, Jio sim & other jio products sales.
 - Find new sales opportunities through field sales, networking, & Social Media.
 - Complete customer documentation process of new customer(eg:EKYC, DKYC)
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PERSONAL INFORMATION

Name : Dennicemon Louis
DOB : 29/01/1999
Blood Group : A+ve
Marital Status : Single
Nationality : Indian
Languages : Malayalam, English, Tamil
Father's Name: Louis Antony
passport No : V2845332(05-10-2031)
Visa Status : Transferable Visa

INTERESTS

- Work & Travel
- Accrue new knowledge and skills.

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

DECLARATION

I hereby declare that all the above given information is to the best of my knowledge and belief.

REFERENCE

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