

CURRICULUM VITAE

JOBIN JEFFERY J
(BE Mechanical Engineering)



SUMMARY

Name	:	JOBIN JEFFERY
Data of Birth	:	01-01-1997
Sex	:	Male
Marital Status	:	Married
Nationality	:	INDIAN
Language Known	:	English, Malayalam, Tamil and Hindi
Driving License	:	L.M.V (in INDIA and BAHARIN)
Mobile No	:	7092164818
Email ID	:	jobinkshami@gmail.com
Interest	:	Photoshop editing, Designing, Gaming, Editing, Reading books.
Strength	:	Confidence, Politeness, Patience.

WORK EXPERIENCE

June 2018 –2021May In an Educational Institute (DMI, Bahrain)

- Designation : Administrator
- Location : Manama, Bahrain

Nature of Work:

- ❖ Managing budgets and ensuring financial systems by monthly wise
- ❖ Purchasing goods and equipment, as required, and processing Invoice
- ❖ Managing student services such as guidance programs.
- ❖ Helped Students model 3D objects In AutoCAD

Achievements:

- Adjudged as an honest, trustworthy & loyal employee.
- Get work done as per company's requirements.
- Maintaining a good relationship with clients, servicing firm's forwarding agents and suppliers group.

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ACADEMIC QUALIFICATION

IT	<u>Course</u>	<u>Institution/College</u>	<u>Board / University</u>
	Medic First Aid	American Safety Health institution	Seef District, Kingdom of Bahrain
	AUTOCAD	CADD Centre 2021	(Vadasari, Nagercoil)
	Solid Works	CADD Centre 2021	(Vadasari, Nagercoil)
	CREO	CADD Centre 2021	(Vadasari, Nagercoil)
	CATIA	CADD Centre 2021	(Vadasari, Nagercoil)
	BE (Mechanical Engineering)	VINS Christian College Of Engineering (2014 – 2018)	Anna University, Chennai, INDIA
	Intermediate	Annai Velankanni Matriculation Hr.Sec School, INDIA	Matriculation, Tamil Nadu, INDIA
	S.S.L.C	Seventh Day, Matriculation, School	Matriculation, Tamil Nadu, INDIA

SKILLS

- Windows Vista, MS word, MS Excel, MS Power Point (MS Office) – Advanced
- AutoCAD, Photoshop designing.
- Solid Works , CATIA, CREO

PERSONAL SKILLS

- Team facilitator, Sincere and a hard worker.
- Reliable, patient and result oriented with clear Vision.
- A great listener, Keen and Fast Learner.
- Strong analytical and Problem solving skills.
- Ability to learn quickly and adapt to changing environments.
- Having a positive attitude and Self Confidence.

Declaration

I hereby confirm that all the information given above is true as to my knowledge

Place :

Signature,

Date :

(JOBIN JEFFERY.J)