

LITTO THOMAS ROY

E-Mail:littoroy7@gmail.com~ Mobile:0508803140

To,

HR MANAGER,

Dated: Thursday, March 30, 2017

Dear Sir/ Madam,

Please find attached my resume for the mentioned position. It is with great anticipation that, I present my resume to you for this vacancy as I firmly believed that I perfectly qualified for the role. I am self-motivated, friendly and enjoy being in office environment. I consider myself to be an enthusiastic person who performs all office tasks to the highest standard and within given time scale. My core strength includes-

- a. Competent level with Microsoft office.
- b. Problem solving ability.
- c. Ability to confidently communicate to senior level staff.

I am responsible for the all aspect of the day to day running of the filling, copying, report writing and invoicing jobs. I consider myself to be qualified in all competencies that you want from a candidate.

In closing I would like to thank you for your consideration, and I look forward to discussing the possibilities with you in greater detail in near future.

Thanking you.

Sincerely,

LITTO THOMAS ROY.

Enclosure: Resume.



CURRICULAM VITAE

LITTO THOMAS ROY

Applied Post: HR Assistant, Administration Assistant, Computer Operator.

Contact: 0508803140 with email. littoroy7@gmail.com

Kanjiravilla veedu, vadaakadathucave.po. Pathanamthitaa District, Adoor-kerala State -India.

CAREER OBJECTIVE:

To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of an Organization.

EDUCATION QULAIIFICATION:

- **10th and 12th(C.B.S.E) From Rajasthan,Bhiwadi.**
- **Completed B.COM From St. Stephens College,Pathanapuram.**
- **Completed MBA in HR From ICFAI University, Tripura.**

TECHNICAL SKILLS:

Thorough working knowledge such like as MS Office, Power point, Excel & tally.

PERSONAL ABILITY:

- **Ability to prioritize task.**
- **Punctual and reliable.**
- **Can work without supervision.**
- **Ability to cope and work under pressure.**
- **Good written and verbal communication skills.**
- **Ability to work as part of team.**
- **Having a patient outlook.**
- **Able to motivate and negotiate with the people.**
- **Flexible in work.**

WORK EXPERIENCE:

Organization Name –FEATHER TOUCH CERAMICS PVT. LTD.

Designation: Administrative Assistant :From 15/5/2013 to 31/7/2014

- Perform various clerical duties such as documenting, photocopying, faxing, mailing and organizing filing system.
- Responsibility to handle the telephone enquiries.
- Collecting and mailing correspondence.
- Providing general information to customers.
- Maintain office operations of supplies and equipement.
- Provide general information to customers.
- Supervise other clerical staff.
- Assisting the administrative manager in performing the office work.
- Creating presentation and writing up reports.
- Maintain the office database retrieved and organized information for individual employees .
- Keeps employee records up to date by processing employee status changes in a timely manner.
- Convey the policies and rules to the employees.
- Track the daily attendance of the employees.
- Handle the all other responsibilities related to the job.

PERSONAL INFORMATIONS

PERMANENT ADDRESS : KanjiravillaVeedu,
: VadakadathuvaveP.o
: Adoor-Pathanamthitta
: Kerala State-India

HUSBAND'S NAME : ROY K K

DATE OF BIRTH :6 NOV 1988

PLACE OF BIRTH :PATHANAPURAM

NATIONALITY :INDIAN

RELIGION & CASTE : CHRISTIAN (Orthodox)
MARITAL STATUS : MARRIED
MOTHER TONGUE : MALAYALAM
LANGUAGE KNOWLEDGE : ENGLISH, HINDI & MALAYALAM.
HOBBIES : Reading books, listening to Music, travelling.

Passport Details

Passport no. :L9785866
Date of issue :03/06/2014
Date of expiry :02/06/2024
Place of issue :TRIVANDRUM

DECLARATION

I hereby declare that all the above information are true and correct to the best of my knowledge and believe.

Place: DUBAI.

Name: LITTO THOMAS ROY.

Date: Thursday, March 30, 2017
