



ALBIN JOYS

ADMINISTRATIVE EXECUTIVE

CONTACT



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Flat-915, Andalusia
tower, Al Nahda, Sharjah

PASSPORT DETAILS

PASSPORT NO : P4628345

VISA STATUS : VISITING VISA

LANGUAGES

- ❖ ENGLISH
- ❖ HINDI
- ❖ MALAYALAM
- ❖ TAMIL

INTRESTS



VIDEO GAMES



SWIMMING



FOOTBALL



READING BOOKS



WORK HISTORY

2016 - **Administrative Executive**
2020

Decision one systems, Bengaluru, Karnataka

- ❖ Communicate with client via mail and calls
- ❖ Organize and schedule appointments and meetings
- ❖ Maintain contact registry
- ❖ Communicate and negotiate with vendors in regards to purchase
- ❖ Provide general support to visitors
- ❖ Provide information by answering questions and requests
- ❖ Maintain computer and manual filing systems
- ❖ Provide polite and professional communication
- ❖ Coordinate repairs to office equipment
- ❖ Maintain up-to-date employee holiday records
- ❖ Manage staff appointments



EDUCATION

2010- 2012

High School Diploma

Government Higher Secondary School Bandadka

2013- 2016

Bachelor of Science: computer science

Kannur University



SKILLS

- Activity coordination
 - Relationship building
 - Time management
 - Demonstrates skills, knowledge and experience in customer service-oriented environment good
 - Problem solving
 - Active listening
 - Good business communication
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DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge.

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