

## PERSONAL INFORMATION

## JIJO JOSE



 Fataki House, Kudakkachira P.O, 686635 Kottayam (INDIA)

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 jijoce666@gmail.com

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Sex: Male | Date of birth: 14/12/1988 | Nationality: Indian

## JOB APPLIED FOR

Cleaner

## WORK EXPERIENCE

01/06/2016–30/10/2012

**Cleaner/Office Assistant**

Meenachi Organic Farming Society, Vytilla, Kochi (India)

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleaning tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

[Related document\(s\): jjo\\_experience\\_letterhead\\_new.pdf](#)

01/06/2018–31/05/2015

**Office Assistant**

Meenachi Organic Farming Society, Vytilla, Kochi (India)

- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office desk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Handling incoming calls and other communications.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

## EDUCATION AND TRAINING

2005–2006 **Secondary School Leaving Certificate**  
 General Education Department of Kerala, Kerala (India)

- Malayalam
- English
- Hindi
- Social Science
- Physics
- Chemistry
- Biology
- Mathematics
- Information Technology

[Related document\(s\): SSLC.pdf](#)

2006–2008 **Higher Secondary Examination**  
 Board of Vocational Higher Secondary Examinations, Kerala (India)

- English
- Malayalam
- Physics
- Chemistry
- Biology
- Home Science

[Related document\(s\): Plus Two 1.pdf, Plus Two.pdf](#)

## PERSONAL SKILLS

**Mother tongue(s)** Malayalam

**Foreign language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
**Common European Framework of Reference for Languages**

**Communication skills** ■ Good communication skills.

**Organisational / managerial skills** ■ Able to work with a variety of team members to get the job done quickly and effectively  
 ■ Time management  
 ■ Adapts easily to change of environment and work schedule

**Job-related skills** ■ Able to use detergents and chemicals carefully.  
 ■ Competent at vacuuming rugs and carpeted areas.  
 ■ Hands-on experience in emptying and cleaning ashtray and screening sand urns.  
 ■ Proven record of sweeping and dusting floors and entrance areas.  
 ■ Able to hand dust and wipe clean all furnishings, fixtures, panels, window sills, and horizontal surfaces.  
 ■ Demonstrated ability to wash, clean and sterilize all water coolers.

Driving licence : AM, A2, B1, B

**ADDITIONAL INFORMATION**

**Passport Details:** Passport No : J1444034  
Date of issue : 15/11/2011  
Date of Expiry : 14/11/2021  
Place of Issue : Cochin

[Related document\(s\):](#) [Passport.pdf](#), [Passport2.pdf](#)

**ATTACHMENTS**

- [jjo experience letterhead new.pdf](#)
- [SSLC.pdf](#)
- [Plus Two 1.pdf](#)
- [Plus Two.pdf](#)
- [Passport.pdf](#)
- [Passport2.pdf](#)