

## PERSONAL INFORMATION

## SONY JOSEPH



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Sex Male | Date of birth 03/02/1992 | Nationality Indian

## JOB APPLIED FOR

## Cleaner cum Office Assistant

## WORK EXPERIENCE

10/01/2011–30/10/2012

## Cleaner

Surya Garments, Kottayam (India)

- Sweeping, vacuuming and mopping floors
- Clean commercial buildings by emptying trash cans, servicing restrooms and wiping down communal surfaces
- Tackle heavy cleaning jobs upon request
- Ensure outside walkways remain clear and free of debris
- Notify building management of any repairs required
- Mix and dispose of all cleaning solutions appropriately

[Related document\(s\)](#): TO WHOM IT MAY CONCERN- sony new 111111.pdf

01/10/2018–Present

## Office Assistant

Surya Garments, Kottayam (India)

- Handling incoming calls and other communications.
- 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 clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- 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

2007–2008

## 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](#)

2008–2010 **Higher Secondary Examination**

Board of Vocational Higher Secondary Examinations,, Kerala (India)

- English
- GFC
- Vocational Theory
- Vocational Practical
- Internship Evaluation
- Business Studies
- Accountancy (Computerised Accounting)
- Management

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

PERSONAL SKILLS

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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 ■ Ability to handle heavy equipment and machinery used in cleaning  
 ■ Ability to walk, bend, push, pull and lift repetitively during working hours  
 ■ Knowledge of cleaning chemicals, proper storage and disposal methods

Driving licence AM, A2, B1, B

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

ADDITIONAL INFORMATION

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**Passport Details**  
**Passport No** : J2491441  
**Date of Issue** : 29/01/2011  
**Date of Expiry** : 28/01/2021  
**Place of Issue** : Cochin

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

#### ATTACHMENTS

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- SSLC.pdf
- Plus Two.pdf
- Passport.pdf
- Driving License.pdf
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