



AJAINÉ C JOHN

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Gender: Male **Date of birth**: 01/12/2000 **Nationality**: Indian

ABOUT ME

Highly analytical and result-driven accounting specialist with a proven ability to work efficiently and accurately under tight deadlines. Possess extensive knowledge of Excel and QuickBooks. Demonstrated expertise in analysing budgets, financial reports, and projections to provide accurate financial standing reports.

EDUCATION AND TRAINING

[24/06/2017 – 05/05/2019] **12th - Biology Science**

Govt Higher Secondary School Koyilery

City: Manathavady | **Country**: India | | **Level in EQF**: EQF level 5

[01/06/2015 – 05/05/2017] **10th - Kerala Board**

Sacred Heart Higher Secondary School, Dwaraka

City: Manathavady | **Country**: India | | **Level in EQF**: EQF level 4

WORK EXPERIENCE

[10/11/2022 – Current] **BUSINESS DEVELOPMENT OFFICER**

Landmark Pallava Beach Resort

City: Mahabalipuram | **Country**: India

- Developing business strategies to attract new clients.
- Maintaining and enhancing relationships with existing clients.

[05/08/2019 – 30/08/2022] **RELATIONSHIP OFFICER**

Uniways Global

City: Changanassery | **Country**: India

- Managed client relationships to enhance customer satisfaction.
- Assisted in the development of customer service policies and procedures.

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B2

Tamil

LISTENING B2 READING A2 WRITING A1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

My Digital Skills

Microsoft Office | Microsoft Word | Microsoft Powerpoint | Google Drive | Social Media

HOBBIES AND INTERESTS

Traveling

Loves to travel

Gym Activities

Practicing Power lifting and Arm wresling

Games

Likes to play Volly ball

PASSPORT DETAILS

Passport

- Passport number : Y2744103
- Date of issue : 17-05-2024
- Date of expiry : 16-05-2034
- Place of issue : Kozhikode