



# ABHISHEK JOHN

## Operations / Management

✉ abhishekjohn79@gmail.com

☎ +971 56 2511480

📍 Kottayam, Kerala, India

### EDUCATION

● **Marian College Kuttikanam, (Autonomous)**

*Bachelor of Business Administration*

2018 - 2021  
7.3

● **AKJM School**

*Higher Secondary Education*

2016 - 2018  
90%

● **AKJM School**

*High School Education*

2016  
89%

### SKILLS

- Business Administration
- Decision Making
- Self-Motivated

### LANGUAGES

- English
- Malayalam

### OBJECTIVE

To seek and maintain full time position that offers professional challenges using inter personal skills, time management and problem solving skills.

### WORK EXPERIENCE

#### **Greencoot Foods Pvt Ltd, Kochi | Operations Assistant**

*Sept 2022 - Sept 2023*

- Maintained and prioritized to-do-list and followed up to complete tasks on-time.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Followed detailed directions from management to complete daily paperwork and computer data entry.
- Performed wide-ranging administrative, financial and service-related functions.

#### **Sales & Marketing Assistant**

- Created and maintained customer databases to facilitate customer segmentation.
- Performed effectively in self directed work environment managing day to day operations and decisions.
- Fielded customer complaints and facilitated negotiations, resolving issues and reaching mutual conclusions.
- Greeted customers and offered assistance with selecting merchandise & completing purchases.

#### **Self Employed | Freelancer**

*April 2022 - Sept 2022*

- Developed marketing contents such as promotional materials and advertisements for social media.
- Managed social media accounts for varied clients, tailoring content to brand specifications.

#### **Bos Natural Flavors Pvt Ltd | Intern**

*April 2021*

- Worked as an Intern in HR department for the purpose of completion of Academic project.

## PERSONAL DETAILS

- *Date-of-birth:*  
*29th August, 2000*
- *Nationality:*  
*Indian*

## ACADEMIC PROJECTS

- *"The Impact of Training on Employee's Development at Bos Natural Flavors Pvt Ltd"*

## ACTIVITIES

- *Served as NSS Volunteer at school level during 2016 - 18*

## ADD ON PROGRAMS

- Attended 'Shaping Young Minds Program' conducted by All India Management Association (AIMA).
- Attended International Webinar on Food Security & Small Scale Farmers in the context of Covid 19 Pandemic - An Asian Perspective : by MIT Pune.

## CERTIFICATE COURSES

- The Fundamentals of Digital Marketing - Google Digital Garage.
- Project Management (short course) by eLearning College.
- Introduction to Psychology - Yale University.

## ACHIEVEMENTS

- Co-ordinator for College Fest 'Radianace 2020' during Bachelors.

## REFERENCES

- Jacob M George - CEO of Greencoot Foods Pvt Ltd and Caspar Technologies  
jacob@cmercury.com
- Dr Joshy John - HoD of Business Administration, Marian College Kuttikanam  
joshyjohn@mariancollege.org

## DECLARATION

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

ABHISHEK JOHN