



✉ abhishekjohn79@gmail.com

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📍 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

ABHISHEK JOHN

Operations / Management

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