

To the Manager,

Greetings:

I, Jidhin Raj KP, an Indian national would like to apply in your prestigious company with the position administration.

I'm a fast learner and willing to learn and can easily adapt to new environment.

Attached here with my curriculum vitae for your kind perusal. Should you wish to give me an interview, you may please contact me on my mobile number (+974) 50149491 or e-mail: jidhinraj.kp@gmail.com

I'm looking forward to being part of your prestigious company and be a fruitful part of your team.

Thank you!

Respectfully,

Jidhin Raj KP

Jidhin Raj

D - RING ROAD, AL HILAL
DOHA, QATAR
Mob: +974-50149491
Mob: +974-66827658
E-mail: jidhinraj.kp@gmail.com



OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

PROFILE

- A Good communicator at all levels, Passion for challenges.
- Hardworking, self-motivated & energetic with leadership.
- Excellent organizational & planning skills.
- Advanced computer literate in Hardware.

Work Experience

➤ TVS-Valanchery, Kerala India,

Job Role: ADMIN ASSISTANT

March 2017 to September 2017

Duties & Responsibilities include

- Customer Feed Back Collection
- Periodical Service Notification
- Document controller

❖ Reference

Koori TVS

N.H. Mukkilapeedika, Malappuram, India

Contact- 00914942643525

CERTIFICATION

- **QC in Welding Inspection** - From GRAVITECH Inspections, Cochin, Reg.No. 56161696
- **Non Distractive Testing** – From GRAVITECH Inspections, Cochin,
- **Piping & Pipeline Engineering** - From GRAVITECH Inspections, Cochin Reg.No. 78381696
- **MEP** – From GRAVITECH Inspections, Cochin Reg.No. 55491696
- **Heating Ventilation & Air Conditioning**- From GRAVITECH Inspections, Cochin, Reg.No. 55501696
- **Hardware & Networking** - From LCC Computer Education, Reg.No. PRO/KER/VLY2/309
- **Diploma in computer applications** - From KELTRON computer education, Valanchery
- **Tally ERP 9** - From KELTRON computer education, Valanchery

ACADEMIC CHRONICLE

- **Bachelor of Technology in Mechanical** - Royal College of Engineering and Technology, Akkikavu 2016
- **HSE (Science group)** - from Government Higher Secondary School, Perassanur, Kerala in March 2012
- **SSLC** - from MMM High School Moodal, Kerala in March 2010

PROJECT PROFILE

MINI PROJECT : **Automatic Motorized Jacky**
: *Automatic Motorized Jacky use to reduce human effort to lift light motor vehicles to access underneath for inspection, service or repair.*

MAIN PROJECT : **Electro Magnetic Reciprocating Engine**
: *The Electromagnetic Reciprocating Engine can replace the Combustion Engine in an engine-generator, creating green renewable electricity.*

COMPUTER SKILLS

- ♦ MS Office
- ♦ Photo & Video Editing (Basic)
- ♦ CAD
- ♦ Tally

PERSONAL DETAILS

Name : KP Jidhin Raj
Gender : Male
Date of Birth : 09/01/1995
Marital Status : Single
Nationality : Indian
Place of Birth : India
Email Address : jidhinraj.kp@gmail.com
Language Skills : English, Malayalam, Tamil, Hindi

PASSPORT DETAILS

Full Name : KundamPalliyalil Jidhin Raj
Name of Father : Dharma raj KundamPalliyalil
Passport No. : P2336300
Place of issue : Malappuram
Date of Issue : 12/08/2016

ACKNOWLEDGEMENT

I, Jidhin raj, hereby declare that the information furnished above is true to the best of my knowledge and if I am given an opportunity to serve under your esteemed organization, I shall provide my service, with full loyalty and sincerity.

Place: Kuttippuram, Kerala

Date:

Jidhin Raj.KP