



CURRICULUM VITAE

ABIN ANTONTY

Email ID:
albinantony900@gmail.com
Albin Antony
CPR-940430533

Personal Data:

Father's Name - Antony P.V

Date of Birth - 25-04-1994

Age - 25

Sex - male

Nationality - Indian

Mother Tongue - Malayalam

Marital Status - Unmarried

Phone No - 39917151

Driving Licence - 940430533

Career Objective

Wants to contribute towards the growth of organization and would like to learn from my new exposure within the organization..

Educational Qualifications

Qualification	Institution	Board	Month & Year of Passing
SSLC	St Anne's H.S Kottapuram	Board of Kerala Public Examinations	MARCH 2009

Qualification	Institution	Board	Month & Year of passing
PLUS TWO	G.H.S.S Edavilangu	Board of Higher Secondary Examinations	MARCH 2011

Qualification	Institution	Board	Month & Year of passing
BCA	Maya College	Kerala University	MAY 2015

Personal Strengths

- Strong Inter- Personal skills.
- Ready to take up Responsibilities.
- Confidence and hardworking
- Have good leadership power.

Languages

C,C++,MS WORD,MS EXCEL

Computer proficiency

- MS Office - Word, Excel, Power Point, Paint, Internet & E-mail operations.

Proficiency in Languages

Languages	Read	Write	Speak
English	Y	Y	Y
Hindi	Y	Y	Y
Malayalam	Y	Y	Y

Hobby

Listening Music, Travelling, Watching movies

Work experience

IN BAHRAIN

1. RP CONSTRUCTION- From 01/08/2017 to still working

As HR Executive

Main Responsibilities:

- Monthly salary payroll calculation and bank transfer
- Follow-up with the passport and resident permit expiry and renewals
- Follow-up with the CPR expiry and taking new appointments
- NPRA and LMRA form fill out for the new file opening, cancellations, visit visas etc
- Booking of flight tickets for eligible annual leave employees
- Leave salary and Indemnity preparation for annual leave employees.
- Personnel file keeping for the employees
- Bank A/C forms filling for the new employees

IN INDIA

1. Muthoot Microfin- 1 YEAR

As a Credit Officer

- Loan Application verification
- Daily MIS

Declaration:

I hereby declare that the above information is true to the best of my knowledge and belief.

Place : Manama

Yours Sincerely,

Date :

ALBIN ANTONY