THOMAS JOHN

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Qualification: BA, Stenography, Computer Education, translation skills

Positions I have held:

I joined the Department of Atomic Energy, Govt. Of India, as a Junior Stenographer. Got promoted to Senior Stenographer, PA-II, Senior PA, Private Secretary and finally Senior Private Secretary (Gazetted).

Experience of work:

Taking dictation and transcribing it efficiently, self correspondent, filing and custody of files, attending telephone calls from various Sections in the Department and public, computer operation, internet, etc.

Rendered secretarial assistance to senior level directors, executive directors, Internal Financial Advisor, etc. from time to time.

During my service it was a part of my duty to interact with many officials belonging to different countries. I have gained the skill of translation of different languages.

Well versed with computer typing, internet, copy paste, data entry, translation, email sending, data scrapping, form filling, etc. Most sincere and loyal. Dedicated to the work

Thomas John

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