**RESUME**

**SYAMILY M S**

**EDATHALA PO (N), ALUVA**

**8111803153**

**syamilyms91@gmail.com**

**Career Objective:**

Seeking a position in your organization where my skills and abilities can be creatively utilized to add value to the organization and to attain professional growth while being competent and resourceful.

**Career aspirations**

* To work in a professional, pro-active environment leading to job enrichment and personal fulfillment.
* To display dedication honesty and empathy at all times contributing to a happy, harmonious and responsible team at the work place.
* To embark on the threshold of learning with a human touch and high self esteem in tune with the vision of the organization I work with.
* To maintain highest levels of professional and personal excellence.

**Work Experience**

* Two Year working experience in SALES AND BILLING from various firms in International security hold DEPARTURE AREA
* WHSmith – FMCG items are dealing
* Kocaine – Perfumes and premium clothing are the products
* One year apprenticeship training from It & Communication department in cochin international airport
* Now working at Ms&s Motors private Ltd as front office executive from April2017.

**Academic Qualification**

|  |  |  |
| --- | --- | --- |
| **Course & Specialization** | **University/Board** | **Year of Passing** |
| B Com (Cooperation) | M G University ,  Queen Mothers college | 2012-2016 |
| Diploma in Commercial practice | Technical Education board,  Women’s Poly Technic College Kalammassery | 2009-2012 |
| Higher Secondary | St. Francis Girls Higher Secondary Aluva | 2009 |
| SSLC | Bethlehem Girls High School ,Njaraloor | 2007 |

**Strength**

* Ability to work in a team and individual environment
* Strong and quick acquiring of new technologies
* Positive approach
* Hard working and sincere – committed to works assigned
* Curious to learn new skill and technologies that enhance my productivity
* Strong communication

**Computer Proficiency:** M S Office, Tally

**Personal Details**

Name : SYAMILY M S

Father’s Name : M P Saseendran

Date of Birth : 21-03-1991

E-mail Address : syamilyms91@gmail.com

Phone Number : 8111803153

Permanent Address : Marukallel House

Edathala North P O

Kunjattukara,

Aluva- 683561

Languages : English, Malayalam, Tamil

**Declaration**

I hereby declare that all the statements made in this application are true to the best of my knowledge and belief.

Place:

Date:

**SYAMILY M S**