RESUME

**GEETHU G.**

***Address:GEETHU BHAVAN***

***CHETHACKAL P.O RANNY***

***Pathanamthitta.***

***Mobile No :8547886692 Email: [geethugopan92@gmail.com](mailto:geethugopan92@gmail.com)***

OBJECTIVE

***To obtain a challenging position that provides enough opportunities for the enrichment of my knowledge and skills that would further help me in contributing to the growth of organization.***

SUMMARY OF QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| ***Degree/Diploma*** | ***University/Board*** | ***Subject/Specialisations*** | ***Percentage*** |
| ***BCA (IT)*** | ***\*MG University, Kottayam*** | ***Computer (IT)*** | ***78*** |
| ***Plus Two*** | ***\* Board of Higher Secondary Education, Kerala*** | ***Science*** | ***78*** |
| ***SSLC*** | ***\*General Education Dept, Kerala*** |  | ***85*** |

IT SKILLS

* ***MS-Office – Word Excel, Power Point, Access & Internet, Mediware Software (ver. 4.002) etc.***

STRONG POINTS

* ***Good Communication skill. - Have good presentation skill.***
* ***Self-Motivated - Able to quickly adapt with new situations.***

KEY STRENGTHS

***Confident, Responsible, Sincere, Practical & Hard Working.***

ORGANISATIONAL EXPERIENCE

***2 .8 years of experience in Muthoot Health Care (NABH& ISO accredited) Kozhencherry, Pathanamthitta Kerala as Secretary.***

INTERESTED AREAS

* ***Office Administration***
* ***Teaching Field***
* ***Front Office***

HOBBIES

* ***Listening music, Gardening, Cooking etc.***

PERSONAL DETAILS

***Date of Birth : 28th June 1992***

***Nationality : Indian***

***Sex : Female***

***Marital Status : Married***

***Language Known : English, Malayalam.***

***Permanent Address : Geethu Bhavan,***

***Chethackal P.O Ranni***

***Present Address : Pattayil House***

***Mukkalumon P.O Karikulam.***

DECLARATION

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

***Ranny. (GEETHU G)***