

RESUME

RESHMA RAJ
Chirayil (H)
Gothuruth P O
North Paravur
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Ernakulam (Dist)
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OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective

KEY SKILLS

- Knowledge of Office management systems and procedures.
- Excellent knowledge of Word processing tools and spread sheets (MS Word and Excel) Internet, and Basic computer applications.
- Fast typing skills.
- Maintain physical and digital filing system.
- Prepare necessary paper work for regular company procedures.
- Organizing and maintaining employee records.
- Manage and keep general filing systems
- Adaptability and confidentiality.
- Time management skill and the ability to prioritize work.

ACADEMIC DETAILS

- T.T.C. from S.N.M. TTI Moothakunnam with first Class
- B.Sc (Sub. Zoology) from St. Xavier's College for Women, Aluva, under M.G.University with Second class.

COMPUTER PROFICIENCY

- Relevant knowledge in Microsoft office (Word, Excel and Power point)
- Desk Top Publication
- Data Entry
- Front end knowledge about SAP.

WORK EXPERIENCE

Organization : HINDUSTAN INSECTICIDES LIMITED, UDYOGMANDAL
Designation : On the Job Trainee as Production / Engineering Clerk.
Duration : 2 Year

PERSONAL DETAILS

Name : Reshma Raj
Date of Birth : 19 May 1991
Marital Status : Single
Fathers Name : Raju C K
Occupation : Kooli Worker
Address : Chirayil (H), Gothuruth -683516, North paravur
Ernakulam Dist., Kerala, India
Linguistic Skills : Malayalam, English, Hindi
Nationality : Indian

DECLARATION

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

Place : Gothuruth

RESHMA RAJ

Date :