**BIO-DATA**

**LIBY. A. CHALACKAL**  liby.poppy11@gmail.com 0

Menachery House Mob:9496112234

Nayarambalam P.O.

Ernakulam (Dist.)

Pin – 682 509

**CAREER OBJECTIVE**

To carve an identity for myself in an organization like yours where my creativity and sincerity enables me to become an asset to the organization and my hard work guides me to a responsible position.

**PERSONAL STRENGTH**

 Friendly and optimistic.

**ACADEMIC PROFILE**

 P.G : Post graduate in Information Technology

 From Sikkim Manipal University.

 (B Grade)

Degree : Bachelor in Chemistry from S.H College

 Thevara.

 (First class)

Pre Degree : Science group from S.H College Thevara.

 (First class)

SSLC : Lobelia English Medium High School.

 Nayarambalam.

 (Distinction)

**TECHNICAL KNOWLEDGE**

Operating system : Windows XP/7

Utilities : Microsoft Office Word, MS Excel,

 MS Power point.

**ADD ON COURSE**:

 Basics of ‘C’ programming from LCC computer Centre

MS Office, Mary Matha Computer Centre(2006).

 Certificate course in PRO/Office Secretary from NCET.

**PERSONAL DETAILS**

Date of Birth : 27-04-1983

Marital Status : Married

Religion & Caste : Christian, Syrian

Sex : Female

Languages Known : English & Malayalam

Hobbies : Listening music, Reading Books.

**EXPERIENCE**

1. Worked as a teacher for two years in an ICSE School (10th Grade), Kakkanadu.
2. Worked as back office executive in Bonanza Portfolio Limited. (Share Broking).
3. Presently working in the office of Rajagiri Seashore Kindergarten. (5 years)

**WORKING** **PROFILE**

* Cash management, billing and filing.
* Reception handling.
* Editorial works.
* Data entry and accounting.
* Updating information via school app, updating website pages etc.

**DECLARATION**

I hereby declare that the above written details are true to the best of my knowledge and belief.

Date: 09/04/18

Place: Narakkal

**LIBY A. CHALACKAL**