

THANUJA P.B
Kalappuraykkal(H), Nettoor P.O , Maradu, Ernakulam Dist
Pin-682304, Contact: 7736732606,
E mail: thanuarun800@gmail.com



To succeed in an environment of growth and excellence that provides me job satisfaction and helps me to achieve personal as well as organizational goals.

Area of Interest

Teaching & Office staff

Work Experience

- ❖ Office Staff at Bodylounge, Ernakulam

- ❖ Office Assistant at Decoflair Innovations (Interior designing), Ernakulam

Responsibilities;

- To Prepare Billing
- To Prepare pettycash Accounts

Academic Profile

- Bachelor of Arts from Govt. Arts college Trippunithura
- Plus Two, State Board of Examinations, Kerala from govt. Sanskrit Higher Secondary School, Tripunithura
- SSLC, State Board of Examinations, Kerala from Hidayathul Islam High School, Mulavukad

Positions / Responsibilities Held

- Class representative during High School level

Skill Sets

- Computer proficiency: MS Word, MS Power point, MS Excel.

- Languages :
Speak: English, Malayalam
Write: English, Malayalam and Hindi
Read: English, Malayalam and Hindi