**RESUME**

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| **photo.jpg****NANDINI BABURAJ****Contact Information**Address:Edathumpadickal(H)Pakkil (PO)Kottayam-686012Mo : 7034170860 8929957759Email:**nandininandu5413@gmail.com**Personal DataDate of Birth : 31-01-1995Sex : FemaleReligion : HinduNationality : IndianMarital Status : SingleLanguages : Malayalam, English,TamilHobbies :Travelling, Listening music | OBJECTIVE I look forward to work with an organization which offers a challenging opportunity to enhancing my knowledge, skills that would allow me to contribute towards achieving the organizational goals to the best of my potential.PROFESSIONAL QUALIFICATION**PG Diploma in Public Relations & Advertising 2015-2016.** Kerala Media Academy, Kakkanad, KochiEDUCATIONAL QUALIFICATIONBachelor Degree of Arts in Economicsfrom Baselius College, Kottayam 2015 Higher Secondary Certificate(HSC)M.C.G.S.S Arpookara, Kottayam 2012Secondary School Leaving Certificate (SSLC)B.I.G.H.S Pallom, Kottayam 2010 EXPERIENCE

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| Internship at SOBHAGYA ADVERTISING Service for 1 month. |
| Attended 1month training at SOBHAGYA ADVERTISING Agency.Working as Front office assistant and also handle telecalling. |
| Billing staff at Bharath Hospital Kottayam(6 months) |
| Sales Assistant at Reliance Trends Kottayam(9 months) |

SOFTWARE PROFICIENCYMS OfficeMicrosoft Word, ExcelAdobe PageMaker,PhotoshopDTP (English & Malayalam typing)**PERSONAL SKILLS** Ability to handle stressful situationInterpersonal Communication skillsTrained in managing Public Relations ActivitiesAbility to handle front office and tele-calling**DECLARATION**I hereby declare that the above furnished details are correct and true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars. **Place: Kottayam****Date :08-06-2018 NANDINI BABURAJ** |