

RESUME

RESHMA P. R.
Moolemolath House, Ooramana P. O, Ooramana
Ernakulam Dist. Kerala, Pin - 686730
E-mail : reshma.remesh413@gmail.com Mob : 8281445413

Job Objective :

Seeks a challenging job in a professional and growth oriented environment thereby enhance skills and knowledge

Personal Profile :

Enthusiastic, responsible, graduate holder with good organisational skills. Able to work independently using initiative and as part of a team.

Education :

Course	Institution	Year of Pass	Marks
B.Com	Sree Sankara vidyapeedom college, Valayanchirangara.	2015	82.00%
Plus Two	SNDP HSS, Muvattupuzha	2012	86.00%
SSLC	SNDP HS, Muvattupuzha.	2010	80.00%

Software Skills :

Tally, MS Office, Excel

Experience :

1. Worked as a relationship executive in Bharat matrimony Ltd,for five months
- 2.worked as a sales officer in icici bank Ltd for three months

Strengths :

1. Good Communication Skills.
2. Ready to take responsibility
3. Quick learner and Good interpersonal skills

4. **Hard Working**
5. **Optimistic**

Personal Details :

1. **Name** : **RESHMA P.R.**
2. **Father's Name** : **Ramesh P. N.**
3. **Date of Birth** : **24/05/1995**
4. **Age & Sex** : **22, Female**
5. **Marital Status** : **Single**
6. **Religion & Caste** : **Hindu, Velar**
7. **Nationality** : **Indian**
8. **Languages Known** : **English, Malayalam Hindi and Tamil**
9. **Address** : **Moolemolath House, Ooramana P. O,
Ernakulam Dist., Kerala, Pin - 686730**

Declaration :

I here by declare that the above information is correct and true to the best of my knowledge and belief.

Place :

Date :

RESHMA P.R.