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| ATHIRA C R    Permanent Address:  CHITTEKKARA HOUSE  KHANNANAGAR,  KINFRAPARK P.O,KORATTY  KERALA , INDIA  PIN: 680309  Tel No. +91 7994208436    Mail id : athiraathi121121@gmail.com      Personal Data:  Date of Birth :22.10.1996  Sex : Female  Marital Status : Single  Nationality : Indian | CURRICULUM – VITAE  Career Objective  Looking for an organization where I can enhance my knowledge and from my academic learning give my best to the organization.  Educational Qualification   * Successfully Completed B.com in computer application from Nirmala college of information technology ,chalakudy     Computer skills   * Good knowledge in MS OFFICE WORD & MS OFFICE EXCEL& POWERPOINT   Personality Attributes & Skills   * Good communication skills * Quick learner * Responsible * Hardworking and honest * patience   Hobbies   * Reading * Gardening * Cooking * Social networking   Languages known   * English * Hindi * Malayalam   EXPERIENCE   * 1 YEAR AND 7 MONTHS EXPERIENCE IN FRONT OFFICE ADMINISTRATION AT ALPHA ENT HOSPITAL(STILL WORKING).   Academic Profile   |  |  |  |  | | --- | --- | --- | --- | | YEAR | BOARD/UNIVERSITY | QUALIFICATION | PERCENTAGE OF MARK | | 2012 | KERALA BOARD OF SECONDARY EDUCATION | 10TH | 64% | | 2014 | KERALA BOARD OF SECONDARY EDUCATION | 12TH | 63% | | 2017 | MG University | B.com with computer application | 64% |   Strengths  Good problem solving and decision making capability and able to organize, plan, and prioritize work, positive attitude; goal oriented, hold strong work ethic, results achiever, flexible/Adaptable. |  |
|  | Declaration: The information stated herein above is true and correct to the best of my knowledge and belief.  Place: Chalakudy  Date:16.12.2018 |  |
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Place: Aluva

Date:25/11/2017