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|  ATHIRA C R  Permanent Address:CHITTEKKARA HOUSE KHANNANAGAR,KINFRAPARK P.O,KORATTYKERALA , INDIAPIN: 680309Tel No. +91 7994208436 Mail id : athiraathi121121@gmail.com Personal Data:Date of Birth :22.10.1996Sex : FemaleMarital Status : SingleNationality : Indian | CURRICULUM – VITAECareer ObjectiveLooking 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

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| 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