

Sophy Mariam Jacob

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CURRICULUM VITAE

Objective:

To make an optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

Work Experience:

- Worked as an **ADMINISTRATIVE ASSISTANT** at **C-Apt Multimedia Academy, Mallappally** from 10th November 2016 to 20th July 2017.

Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior manager

Educational Qualification:

Course	University	School/College	Percentage	Year
MCA	Bangalore University	Garden City College Bangalore	69%	2013-2016
B.Sc	M.G university	B.A.M College, Thuruthicade	57%	2010-2013
HSC	State	C.M.S.H.S.S, Mallappally	63%	2008-2010
SSLC	State	C.M.S H.S Nedugadapally	62%	2007- 2008

Courses Completed:

Completed **TALLY ERP 9** course for 3 months under Keltron

Computer Skills :

- MS Office
- Tally ERP 9
- PHP
- HTML
- SQL

Personal Information:

- Date of Birth : 15th September 1991
- Father's Name : Babu Jacob
- Permanent Address : Valiyaveettil house, Mallappally West P.O, Mallappally Pathanamthitta, Kerala, Pin: 689585
- Nationality : Indian
- Marital Status : Single
- Gender : Female
- Language Known : English (Read, Write, Speak)
Malayalam (Read, Write, Speak)
Hindi (Read, Write)
Tamil (Speak)
- Hobbies : Listening to music, Crafting, Interacting with people.

Personal Attributes:

- Quick Learner
- Excellent team player
- Responsible
- Hardworking
- Honest
- Capable of working under high work pressure

Declaration:

I, Sophy Mariam Jacob hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Date :

Place:

Sophy Mariam Jacob