

CURRICULAM VITAE

ASWATHY RADHAKRISHNAN
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Objective:

To optimize my creative potential and utilize my skills for the accelerated growth of myself and thereby contribute positively to the organization.

Profile Summary:

B.com Graduate with 2years of experience in insurance field.

Academic Credentials:

- Bachelor of Commerce from M.G. University, Kottayam (2014-2017)-52%
- Plus Two from Govt HSS Maneed, Piravom (2012-2014)-80%
- High School from St. George High School Arakkunnam (2012)-78%

Experience:

STAR HEALTH AND ALLIED INSURANCE CO. LTD, PIRAVOM.

6 Months of experience as **Office Administrator** in an insurance firm being responsible for Managerial and Office administration and management reporting activities.

UNITED INDIA INSURANCE COMPANY, PIRAVOM

Office Staff

Duration: 12.02.2018 till date

Primary Responsibilities:

- Maintain Manual Daybook and Ledger
- Office Administration
- Sales and Distribution of Insurance Products
- Vehicle Insurance Service
- Health Insurance Service

Languages Known

- English- Read, Write, speak
- Malayalam- Read write, Speak
- Hindi- Read, Write.

Technical Qualification:

- Tally ERP 9
- MS-Office

Personal Profile:

Date of Birth : 16/09/1997
Marital Status : Single
Religion : Hindu

I hereby declare that all the information provided above is true to the best of my knowledge.

Date:

Place: Piravom

ASWATHY RADHAKRISHNAN