



# RESHMA R

Software Service and Support

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## WORK EXPERIENCE

1.5 Years

## AGE

23

## ABOUT ME

People find me to be an upbeat, self-motivated team player with excellent communication skills. My experience includes successfully calling people in director-level positions of technology departments and developing viable leads. I can do the same thing for your company.



## Education

### Diploma in computer engineering

Govt. Polytechnic college kothamangalam

pass out with 60% in 2016

+2

Mar Basil Higher Secondary School kothamangalam

pass out with 65% in 2013

10<sup>th</sup>

St. Augustine's Girls Higher Secondary School, kothamangalam

pass out with 75% in 2010



## Career Highlights

- 2017 Started Course in Word Processing and Data Entry at Infocom, Perumbavoor
- 2017 Started Course in Professional Diploma in Desktop Publishing at Infocom, Perumbavoor
- 2017 Started 6<sup>th</sup> months internship in Web Development at Right Soft Options, Kaloor



## Skills

- MS OFFICE
- Mysql
- PHOTOSHOP
- HTML
- DTP
- NETBEANS



## Work Experience

## Software Service & Support Engineer

Fine Zone it solution, kothamangalam

1.5 yr experience in software installation and client support.



### Computer Proficiency

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- Word 2010
- Excel 2010
- Power Point 2010



### Languages

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- Malayalam
- English
- Tamil



### Personal Interests

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- Reading Books
- Collecting music



### Personal Details

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Father's Name: A C Ravi                      Marital Status : Single

Birthday: March 06, 1996                      Nationality : Indian

Gender: Female

## Declaration

I, Reshma R, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Reshma R

kothamangalam

May 15<sup>th</sup>, 2019