**RESUME**

**AMALA UDAYAKUMAR**

Mob : 9747291230

Alter no : 9387364985

Email : amalaudayakumar31@gmail.com

Father’s name : K.S. Udayakumar

Age : 22

Date of birth : 31 December 1996

Marital status : Single

Gender : Female

Address : Kizhakkenikarthil (H)

 Arookutty P.O, Cherthala

 Alappuzha , PIN : 688535

**Objective**

 I intend to take a challenging position in a progressive company that offers potential growth and opportunity for development and willing to learn more through work environment by efficiently applying my skills in the current field.

**Professional Education**

 **Diploma in secretarial practice ( commercial practice )**

**Good knowledge in**

* Secretarial practice
* M S Office, Tally and D.T.P
* English and Malayalam typing
* Shorthand

**Educational Qualification**

2017 - 2019

 Diploma in Secretarial Practice, Government Commercial Institute,

 Kaloor, Ernakulam

2014 – 2017

Bachelor of Arts in English Language and Literature at Cochin College,

 Fort Cochin.

**Training and Project programme**

4th Semester : training in Secretarial Practice at Govt . Ayurveda College, Tripunithura

**Declaration**

 I do hereby declare that the particulars stated herein are true, correct and complete to the best of my knowledge and belief.

Place : Arookutty

Date : Amala Udayakumar

**Reference**

MAJU K.V

Superintendent

 GCI Kaloor, Ernakulam

Ph : 9633345535