

CURRICULAM VITAE

SHILPA ANJALASSERY SANTHOSH

B.A (ENGLISH LITERATURE),
DIPLOMA IN COMPUTER APPLICATION
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Ernakulam
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CAREER OBJECTIVE

1. Exceptional customer service and administrative abilities
2. Excellent communication with the public, supervisors & peers
3. Expertise in electronic mail and office suite software, such as Microsoft Outlook and Corel Word Perfect
4. Proficiency in database user interface and query software, such as data entry software and claims processing system software
5. Knowledge of record and file management systems

PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS

Graduation in B.A ENGLISH LITERATURE (2018)

Successfully completed DIPLOMA IN COMPUTER APPLICATION (2019)

PERSONAL STRENGTH

- Excellent in communication skills in written and verbal both
- Ability to work in pressure situations
- Honesty and Sincerity
- Enjoys challenges and responsibility

KEY ADMINISTRATION SKILLS

- Effective communication, interpersonal and organizational skills.
- Capable to adapt new techniques.

- ☐ Able to maintain and deliver the responsibilities.
- ☐ Excellent data entry skills.
- ☐ Good multi-tasking abilities
- ☐ Good interpersonal skills and the ability to function as a team member

IT KNOWLEDGE

☐ Packages : MS- Office & Tally

ACADEMIC HISTORY

Year	Course	University	Institutions
2013	Secondary School Leaving Certificate	Kerala State Board	GVHS, Narakkal Kerala, India
2015	Vocational Higher Secondary Examination	Board of VHSE	GVHS, Narakkal Kerala, India
2018	B.A ENGLISH LITERATURE	Mahatma Gandhi University	VIDYANIKETHAN COLLAGE , Kerala, India
2019	DIPLOMA IN COMPUTER APPLICATION	Kerala State RUTRONIX	LEADERS ACADEMY OF COMPUTER EDUCATION NJARAKKAL

PERSONAL PROFILE

Name : Shilpa Anjalassery Santhosh

Gender : Female

Marital Status : Married

Spouse Name : Predhweeraj Cheerassery Balaji

Languages Known : English, Malayalam & Hindi

Nationality : Indian

Declaration:

I, hereby assure you that all the details and particulars mentioned above is accurate and to the best of my knowledge.

Shilpa A.S