

## CURRICULUM VITAE

### **MISS. JAIN MARIAM GEORGE**

*Febin Villa (H)*

*Kadampnanadu South P.O.*

*Pathanamthitta (Dist)*

*Kerala, India-691553*

Contact No: 09447594259,04734283281

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### **Profile:**

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position with a reputable and ambitious company

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### **WORK EXPERIENCE**

#### **1. DATA ENTRY OPERATOR**

*(AUG 2017 - DEC 2018)*

*Kerala Water Authority*

#### **Responsibilities**

- Answer telephone calls, take messages, or transfer calls to staff
- Sort and deliver incoming mail and send outgoing mail
- Schedule appointments and receive customers or visitors
- Provide general information to staff, clients, or the public
- Type, format, or edit routine memos or other reports
- Copy, file, and maintain paper or electronic documents and records
- Prepare and process travel vouchers, billing, or other office documents
- Obtain information, send correspondence, or perform data entry
- Updating and Using Relevant Knowledge
- Supervising the subordinates for providing better customer service
- Monitoring all functions
- Troubleshoot problems involving office equipment, such as computer hardware and software.
- Performs miscellaneous job-related duties as assigned

#### **2. COMPUTER LAB ASSISTANT**

*(OCT 2015 – DEC 2015)*

*Gateway Computer Education Pvt. I T I*

#### **Responsibilities**

- Troubleshoot problems involving office equipment, such as computer hardware and software.
- Performs miscellaneous job-related duties as assigned
- Identified, analyzed, and resolved technical problems in a professional manner by providing guidance to students and faculty on various software, tools, and applications (Microsoft Word, Access, Excel, Powerpoint, Outlook, Adobe, etc.)
- Supervised the periodic inspections and maintenance checks on laboratory equipment
- Provided high quality and informative customer service to diverse students

## **PROFESSIONAL QUALIFICATION**

<b>Course</b>	<b>University/ Board</b>	<b>Year of passing</b>	<b>% of Marks</b>
MBA (Human Resource MGMT)	Bharathiar university, Coimbatore	2019	55
B Sc (Electronics)	University of Kerala	2014	49

## **TECHNICAL QUALIFICATION**

- CWPDE [ CERTIFICATE IN WORD PROCESSING & DATA ENTRY]
- CO&PA [COMPUTER OPERATOR AND PROGRAMMING ASSISTANT]

## **EDUCATIONAL QUALIFICATION**

<b>Course</b>	<b>University/ Board</b>	<b>Year of passing</b>	<b>% of Marks</b>
Plus two	Board Of Higher Secondary Examination,Kerala	2011	65
SSLC	Board of Public Examination,Kerala	2009	65

## **SOFTWARE**

*Ms-Office,Data Entry (Malayalam & English Typing with 60 wpm),Knowledge in all type of Operating Systems, Working Knowledge of Internet, etc.*

## **KEY SKILLS AND COMPETENCIES**

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.
- Ability to type at least 60+ wpm.

## **LANGUAGES KNOWN**

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
<i>English</i>	✓	✓	✓
<i>Hindi</i>	✓	✓	✓
<i>Malayalam</i>	✓	✓	✓

### **PERSONAL PROFILE**

Father's Name : Geevarghese George  
Mother's Name : Aleyamma George  
Sex : Female  
Date of Birth : 22/09/1993  
Religion & Caste : Christian, Marthomite  
Marital Status : Single  
Nationality : Indian

### **DECLARATION**

I, Hereby declare that the above furnished are true to the best of my knowledge and I am ready to bear the consequences if any of the above mentioned facts are proven to be wrong.

Date:

Place: Kadampanad

***JAIN MARIAM GEORGE***