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| **Treasa Jolly** |  |

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|  | **About Me** |  |

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|  |  | |  |  | | --- | --- | |  | 1 year 5 months experience  July 25, 1995  Ernakulam, Kerala  +91 7558064740  treasajolly12@gmail.com | |

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|  | **Operations Executive/ Administration**  To gain experience in the field of operations, administration and accounts and also utilize my skills, in order to increase productivity of organization and individual growth. |

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|  | **Education** |  |

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|  | **Bachelor of Commerce**   |  |  | | --- | --- | | Assumption College MG University  Changanaserry, Kerala | Graduated, March 2018 |   **High School, Commerce**   |  |  | | --- | --- | | St. Joseph's C.G.H.S.S State  Ernakulam, Kerala | Completed, March 2015 | |

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|  | **Work Experience** |  |

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|  | |  | | --- | | June 2018 - June 2019  **Operations Executive**  Boon Educational Services  Ernakulam, Kerala   * Creation of sales or production goals. * Supervision of managers and operational staff members. * Interpretation of data and report generation. * Maintaining accounts. * Handling administrative operations. | |

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|  | **Skills** |  |

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|  | * Good interpersonal skills * Quick learner * Adaptive * Punctual * Optimistic |

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|  | **Computer Proficiency** |  |

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|  | |  |  | | --- | --- | | **Operating Systems**   * Microsoft Office **●●●●** * Outlook **●●●●** * Internet Applications **●●●●** | **Software**   * Tally **●●●●** * Quickbooks **●●●●** * HTML **●●●●** | |

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|  | **Languages** |  |

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|  | * ENGLISH **●●●●** * Tamil **●●●●** * Hindi **●●●●** * Malayalam **●●●●** |

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|  | **Interests** |  |

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|  | * Gardening * Travelling * Social Services |

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|  | **Personal** |  |

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|  | |  |  |  |  | | --- | --- | --- | --- | | Birthday:  Gender: | July 25, 1995  Female | Marital Status:  Nationality: | Single  India | |

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|  | |  |  | | --- | --- | | **Address:** | Karintholil House  Ponoth Road, Kaloor  Ernakulam - 682017  Kerala | |

**Declaration**

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

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| Treasa Jolly | Ernakulam, Kerala | |  | | --- | |  | | |  | | --- | |  | |