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| **Treasa Jolly** |  |

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|  | **About Me** |  |

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|  | 1 year 5 months experienceJuly 25, 1995Ernakulam, Kerala+91 7558064740treasajolly12@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**

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| Assumption CollegeMG University Changanaserry, Kerala | Graduated, March 2018  |

**High School, Commerce**

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| St. Joseph's C.G.H.S.SState Ernakulam, Kerala | Completed, March 2015  |

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|  | **Work Experience** |  |

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| June 2018 - June 2019 **Operations Executive** Boon Educational ServicesErnakulam, 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, 1995Female | Marital Status:Nationality: | SingleIndia |

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| **Address:** | Karintholil HousePonoth Road, KaloorErnakulam - 682017Kerala |

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**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 |

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