RESUME 

V.Jayalakshmi

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Contact No: 8606832039

 Career Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization objective.

Educational Details

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| --- | --- | --- | --- | --- |
| QUALIFICATION | COLLEGE/INSTITUTES | UNIVERSITY/BOARD | YEAR | PERCETAGE/CGPA |
| SSLC | ST.KURIAKOSE PUBLIC SCHOOL ,KOTTAYAM | C.B.S.E | 2014 | 8.8 |
| HSC | SMV NSS HSSKALLARA,KOTTAYAM | KERALA STATE BOARD | 2016 | 88.5% |
| BSc MATHEMATICS | BISHOP KURRIALACHERRY COLLEGE FOR WOMEN, KOTTAYAM | MAHATMA GANDHI UNIVERSITY | 2019 | 7.92 |

Technical Skills

* Completed medical coding course at IIMC kottayam
* Basic computer skills(MS Office,internet usage).

Skill set

* Effective communication and interpersonal skills
* Ability to deal with people diplomatically
* Willingness to learn

Hobbies

* Playing games.
* Listening songs.
* Drawing and painting.

Personal Details

Date of Birth: 21st September 1998

Languages Known: English, Hindi, Malayalam and Tamil

Declaration

I hereby declare that all above furnished particulars are true to the best of my knowledge and belief

Place: Kottayam.