

RESUME

JEESHMA.P.S

Perincheerippara House
Kottapuram (Po)
Kunnakkad
Palakkad (Dt)
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OBJECTIVE

To develop my career with the organization that leads to further improvement in my professional skills and personal satisfaction by utilizing my skills and abilities to work for the growth of an organization.

PERSONAL PROFILE

Name : Jeeshma.P.S
Mother's Name : Jyothi.P.K
Sex : Female
Date of Birth : 05-12-1995
Religion : Hindu
Nationality : Indian
Marital Status : Married
Languages Known : Malayalam, Hindi & English

EDUCATIONAL QUALIFICATIONS

COURSE NAME	BOARD/UNIVERSITY	YEAR OF PASSING	% OF MARKS
SSLC	Board of Public Examinations, Kerala	2010	75%
Plus Two	Board of Higher Secondary Education, Kerala	2012	73%
Bcom (Computer Application)	University of Calicut	2015	71%

COMPUTER KNOWLEDGE

- ☞ ASAP
- ☞ Tally
- ☞ MS Office

WORKING EXPERIENCE

- ☞ Working as a Front Office Assistant for the last 3 years in MES Medical College, Malaparamb, Malappuram.

MY STRENGTHS

- ☞ Hardworking
- ☞ Good planner as well as executor
- ☞ High Adaptability
- ☞ Communication Skill
- ☞ Leadership Quality
- ☞ Self Confidence

DECLARATION

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

Place: Kottapuram

Date : 31-12-2019

Jeeshma.P.S