

CURRICULUM VITAE



ARYA KRISHNAN

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Personal Profile

Date of Birth : 26.09.1992
Gender : Female
Nationality : Indian
Father : Radhakrishnan
Civil Status : Married
Religion & Caste : Hindu
Languages Known : English
Malayalam
Hindi

Permanent Address

Cheruvodath House
Mutathil Lane
11th Cross Road
Kadavanthra - 682020.

Objectives

To be a part of company that includes professional growth which provides challenging and rewarding career by allowing me to utilize my knowledge and skills.

Academic / Technical Qualification

- 🎓 **10th** (CBSE) – Kendriya Vidyalaya, Kadavanthra in 2008.
- 🎓 **Plus Two** (State Board) – St. Teresas CGHSS Ernakulam in March 2010.
- 🎓 **B.Sc Mathematics** – Secret Heart College, Thevara in 2013.
- 🎓 **MSW** – Rajagiri College of Social Sciences, Kalamassery in 2015.

Professional Skills

- ✓ Client Relations.
- ✓ Event Planning.
- ✓ Organizing Meeting.
- ✓ Record Keeping.
- ✓ Travel arrangements.
- ✓ Preparing Reports.
- ✓ Taking Meeting Minutes
- ✓ Designing and Maintaining Filling systems.

Seminar & Conference

- ✓ Organised International Conference DYUTI 2015 January on International conference on Global Mental Health.
- ✓ Attended Spectra-2014, International Conference at Marian College, Kuttikanam.

Key Skills

- ✓ Ability to work under pressure.
- ✓ Decision making
- ✓ Self Motivator.
- ✓ Problem Solving.
- ✓ Leadership.

Working Experience

- ⚙ Worked as a **Project Trainee** at **Rajagiri Outreach** Kalamassery, from October 2015 to May 2016.
- ⚙ Worked as an **Administration Assistant** at **Spyro Innovations Pvt. Ltd**, Kaloor from June 2016 to March 2019.

Declaration

I, Arya Krishnan hereby certify that the above information is true and correct to the best of my knowledge. I promise to fulfill your expectation with effort, if I get a chance to work in your esteemed institution.

Yours Faithfully,

ARYA KRISHNAN