

RESUME

PRASEEDA P



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Address for

Correspondence:

Kunnilakattu(H)
C/O George
Prof.Mundasseri Master
Road Kannadikadu
Upasana
Nagar,Maradu,Kochi
Pin : 682304

Personal Details:

Date of Birth: 28th Nov
1994

Sex: Female

Nationality: Indian

Status: Married

Languages Known:

- ✓ English.
- ✓ Malayalam

Strength :

- ✓ Hard Working and dedicated
- ✓ Good listener and communicator

Career Objective:

I hope to build a career and reach higher level in a professional organization that will enhance my knowledge, skills and capabilities leading to mutual growth.

Profile

Linkedin Account : <https://www.linkedin.com/in/praseprakashan-a964b51b8>

Experience

FRONT OFFICE EXECUTIVE

Company : NGA Human Resources, Infopark, Kakkanad.

Duration : 11/02/2020 – 30/ 09/2020

Description:

- Maintaining Front Desk Area
- Welcoming visitors and directing them appropriately.
- Attending calls and enquiries
- Scheduling meetings
- Preparing inventory records
- Collecting and Sharing resumes of candidates to HR Department.
- Preparing monthly reports for Stationery, Medicines and Housekeeping stocks
- Maintaining Visitor Entry System

CARNATIC MUSIC TEACHER

Institute : Mayoori School of Arts, Ernakulam.

Duration : Jan 2019 -Present

Educational Details

Examination	Institution/Board	Duration
BCOM	MG UNIVERSITY	2013-2016
12th	HIGHER SECONDARY	2012-2013
10th	STATE BOARD	2011

Technical skills

- Microsoft office
- System seeker
- Good communication
- Team player
- Multitasking

I hereby declare that the above information is true to the best of my knowledge

Praseeda P