

RESUME



ANSAMOL ANDREWS

VADAKKUMCHERY [H]

NEDUMBASSERY P.O

KAPRASSERY

PIN-683585

Mob: 9446533747

Email ID: anuanna691@gmail.com

Career Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. I would like to dedicate my career knowledge where I can use my academic background and an opportunity to learn.

Educational Qualification

Exams passed	University/board	subject	Year of pass	% of marks
SSLC	Kerala	All subjects	2011	82.5
Plus Two	Higher Secondary board, Kerala	Commerce	2013	84.5
Computer TTC	Rajeswary Educational Training Centre,	All subjects	2015	71

	kayamkulam (Accredited Centre: National Institute of Open Schooling, Govt of India, New Delhi)			
Degree	M G university, Kottayam	B A English in Language and Literature	2013-2016	CGPA:6.91
Post Graduation	M G university, Kottayam	MA English Literature	2019-2021	Waiting for Result

EXPERIENCE

Sl.No	Name of Organisation	Designation	Period
01	Arthur Best Consulting Engineers, Palarivattom	Document Controller	01/02/2017-28/10/ 2017
02	Smart Tech Network Solutions, Edappally	Office Admin Cum accounts	01.05.2021-present

SKILLS

- ❖ Computer Proficiency
 1. M.S Office – Word, Excel, PowerPoint
 2. Internet and Email Operations
 3. Tally, Book Keeping and Manual Accounting
- ❖ Possess good communication interpersonal and organizational skills
- ❖ Can effectively work with team.

Personal Information

Name : Ansamol Andrews

Husband's Name : Martin V. D

Permanent Address : Vadakkumchery (H)
Nedumbassery P. O
Kaprassery, Pin: 683585

Sex : Female
Marital Status : Married
Religion : Christian, Latin Catholic
Nationality : Indian
Age and Date of Birth : 25, 01-06-1996

Languages Known

English

Malayalam

Tamil

Declaration

I hereby declare that all the information given above is correct. I understand that furnishing false information makes my candidature liable for cancellation. If appointed I agree to abide by the rules and regulations of the organization.

Place: Kaprassery

Ansamol Andrews

Date: 30.11.2021