**JIYA JOSEPH K**

#  RESUME



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CAREER OBJECTIVE

8157996178

jiyajoseph1997@gmail.com

KANDAKKAPALLY HOUSE , PAI ROAD ,

PERUMPADAPPU

PALLURUTHY P.O , COCHIN

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To work for an organization which provide me the opportunity to improve my skills and knowledge along with the organization objective. Always willing to innovate the new things which can improve the existing technology.

QUALIFICATIONS

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| 2018 | Diploma in computer (DEOA) | First Class |
| 2016-2018Mahatma Gandhi University,Vidyaniketgan College, Ernakulam | BA English | 75% |
| 2015Kerala State Board of EducationSt. Mary's Higher secondary school, Fortkochi | Higher Secondary education | 70% |
| 2013Kerala State Board of educationO.L.C.G.H.S. Thoppumpady | SSLC | 72% |

PERSONAL DETAILS

FATHER’S NAME : JOSEPH SEX : Female

MOTHER’S NAME : SHINI JOSEPH D.O.B : 02-12-1997

 MARITAL STATUS : Single LANGUAGES KNOWN : English,Malayalam , Hindi

#  EXPERIENCE

 Techniques known:-

  Data entry (English)

 Experience:-

* 6 months of telecalling in TAP (Team For Anti-Pollution)
* 1 & ½ years of customer care consultant in Indus Motor, Thevara

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| STRENGTH  * Have good communication, management, planning, estimate approximation and analytical skills
* I am very cautious about deadlines and is careful to complete the job precisely.
* Quick learner, Hardworking dedicated person.
* Positive attitude to learning and improvements

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| EXTRA CURRRICULAR ACTIVITIES :    Arts : Music, drawing ,Dancing  Crafting   |

DECLARATION

 I hereby promise that above declared information is true to that of my knowledge.

 Jiya Joseph K