



SADIYA PULIKKIYATH

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OBJECTIVE

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

PROFESSIONAL SKILLS

Working knowledge of office equipment, like printers and fax machines

Excellent time management skills and the ability to prioritize work

Attention to detail and problem solving skills

Excellent written and verbal communication skills

Strong organizational skills with the ability to multi-task

LANGUAGES KNOWN

English - Excellent
Malayalam - Excellent
Hindi - Manageable

PERSONAL DETAILS

DOB : 22/02/1993

Marital Status : Married

Nationality : INDIAN

Address : Thayyil house

Valanchery, Malappuram,
Kerala, INDIA - 676552.

PASSPORT DETAILS

Passport No : U7723893

Issue Date : 19/10/2020

date of Expiry : 18/10/2030

Place of Issue : Kozhikode

RECEPTIONIST (6 YEARS)

ASARVA CERAMICS, VALANCHERY (SEP 2014- SEP 2016)
SILVAN TILES GALLERY, VALANCHERY (PRESENT - 2016)

ACADEMIC QUALIFICATIONS

BACHELOR OF COMMERCE

ANDHRA UNIVERSITY (2011 – 2014)

HIGHER SECONDARY EXAMINATION

BOARD OF HIGHER SECONDARY EXAMINATION, KERALA, INDIA (2009-2011)

SECONDARY SCHOOL LEAVING CERTIFICATE

GOVT. OF KERALA PUBLIC EXAMINATIONS, KERALA, INDIA (2009)

COMPUTER SKILLS

MICROSOFT OFFICE

MS WORD, MS EXCEL, MS POWERPOINT

INTERNET APPLICATIONS

DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

SADIYA PULIKKIYATH