



SREERENJINI V PAI  
ParimanathPrakashBhavan,  
Bhagath Singh Road,  
Lane No 15,  
Vyttila  
Cochin- 682019

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### CAREER OBJECTIVE

Seeking a career in globally respected company and to achieve the objectives of the company with honesty and fairness and to continuously upgrade my knowledge and skills.

### ACADEMIC CHRONICLE

SL NO	QUALIFICATION	NAME OF INSTITUTION	PERCENTAGE
1	S S L C	Govt. Girls. Higher. Secondary School, Tripunithura	83%
2	H S E	Govt. Girls. Higher. Secondary School, Tripunithura	74%
3	B A. HINDI	Devaswom Board College, Thalayolaparambu	69%

### PERSONAL PROFILE

Father's name : K V Vasudeva Pai  
Mother's name : Navaneetha V Pai  
Date of Birth : 18/05/1997  
Gender : Female

Marital Status : Married  
Languages Known : Malayalam, English, Tamil, Hindi and Konkani

#### WORKEXPERIENCE

- ❖ Worked as Data Entry Operator at Village Office (ELAMKULAM VILLAGE, POONITHURA VILLAGE)

EXPERIENCE& RESPONSIBILITY: 3 Months. Dedicated in doing projects

- ❖ Worked as Customer Care Executive at Bhima Jewels Private Limited (MG Road EKM)

EXPERIENCE& RESPONSIBILITY: 2 Years (06/11/2017 – 31/12/2019). Give attention and good service to the customers. Keep records of customer interactions

- ❖ Working as RCU backend at K Rijas & Associates (Paradise Road, Vyttila)

EXPERIENCE& RESPONSIBILITY: Currently working. Doing RCU verification process

#### COMPUTER SKILLS

Basic computer knowledge about word, excel, internet, mailing etc....

#### AWARDS

Has obtained a 'Rajyapuraskar Award' in The Bharat Scout and Guides  
Has obtained 'ASAP Certificate in GBFS' (Global Business Foundation Skills)

#### INTERESTS

- Love to make jewelries.

#### DECLARATION

All the statements are made above are true and correct to my knowledge and belief, I will submit my original documents as when required.

Place : Vyttila  
Date :

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