



TEENA T D

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teenadeva@gmail.com

teenadeva

Looking forward to an opportunity for working in a dynamic, challenging environment, where I can utilize my skills for developing my career and for the growth of the organization.



Education

Masters, Computer Science

Baselios Poullose II Catholics College
Mahatma Gandhi University
Kerala, India

Graduated in 2017

Marks 82%

Bachelor, Computer Science

Union Christian College
Mahatma Gandhi University
Kerala, India

Graduated in 2015

Marks 66%

VHSE

Sacred Heart
Kerala State Education Board
Cochin, Kerala

Passed in 2012

Marks 71%

HSE

St. Joachim's
Kerala State Education Board
Cochin, Kerala

Passed in 2010

Marks 72%



Academic Achievements

- Awarded Ninth Rank for Masters in Computer Science by MG University in the year 2017.
- Got best outgoing student of M.Sc. Computer Science 2017 award from Baselios Poullose II Catholicos College, Piravom.



Competencies

- Good team player
- Confident, Loyal, Hard work and able to work under pressure
- Organized and well-structured at work.
- Committed to deadlines and schedules
- Honest, Sincere and a Hard Worker with a high level of Integrity.



Work Experience

2020-2021

Mark & Orion Ventures P.Ltd

Front Office Executive (Customer Delight department)

Edapally, Cochin

Kerala

Role:

- **Answering high volume of phone calls and redirecting to departments.**
- **Handled customer complaints and concerns.**
- **Assisting the HR team in recruiting processes.**
- **Schedule appointments/meetings and updating appointment calendars.**
- **Greeting guests/Customers at the office and maintaining administration and operation records.**

2019-2020

Midas Enterprises- A pharmaceutical Distribution

Admin Executive

Kaloor, Cochin

Kerala

Role:

- **Overseeing clerical tasks such as sorting and sending emails.**
- **Resolving problems related to correct date entry procedures.**
- **Performed administrative duties including filing, managing emails.**
- **Create and update records and database with personnel, financial and other data.**
- **Providing administrative support.**
- **Answer queries by employees and clients.**



Skills

- MS Office
- Operating System - Windows, Linux, Android
- Programming Languages and Application – C++, JAVA, MySQL, HTML
- SAP(Only for billing purpose)



Languages

- English
- Malayalam
- Hindi



Personal Interests

- Reading
- Music



Personal Details

Father's Name: Mr. Devassia T M
Birthday: 06-03-1995
Gender: Female

Marital Status: Single
Nationality: Indian

Declaration

I, Teena T D, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place:

Date:

Teena T D