SIYARA RATHEESHKUMAR

Eradiparambu Nandhikulangara
mannam P O, N o r t h Paravoor,
Ernakulam , Pin Code: 683520

Siyaratheeshkumar@
9567335247
DOB 06/01/1999

Objective

Looking forward to work in a challenging environment with a reputed firm where I can contribute my best to aid organisational growth and to achieve personal goals.

Education

APTECH Academy, Palakad, Kerala.
Diploma In Airlines And Airport Management
2018 — **95 %**

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*i.*HIGHER
SECONDARY
2016 — **85 %**

SNHSS, North Paravoor, Kochi.
SSLC
2014 — **92 %**

Experience

DETACH SOLUTIONS   **12/01/2017 - 04/02/2018**
Front Office Staff
Experience In Front Office Management, Costumer care support and Public relations.

HDFC Bank , Kodungalloor, Kochi.   **06/02/2020 - 12/11/2020**
Office Assistant.
Experience in Office Assistance , Sales Executive and Public relations.

Technical Skills

- Microsoft Excel, Word.
- C++
- Data Entry

Personal Strength

- Strong leadership and Motivational skills.
- Ability to handle pressure
- Excellent Interactive Skills
- Easy Learner
- Adaptability
- Excellent communication skills (Oral and Written).
- Ability to work in a team.
- Good analytical skills.

Personal Details

Date of Birth : 06/01/1999

Father's Name : Ratheeshkumar

Mother' Name : Radhika Ratheeshkumar

Sex : Female

	Language Known : English, Malayalam, Arabic, Hindi
	Religion : Hindu
	Nationality : Indian
	Passport :U5223190
Language	English, Hindi, Tamil, Arabic
Activities	As part of the COVID-19 awareness campaign, got an opportunity to distribute ten thousand Sanitary Masks and Sanitizers. Got an opportunity to work as co-ordinator in Women Safety Awareness campaign conducted by state government.
Interests	• Gaming. • Singing • Travelling • Cooking
Declaration	I here by declare that the above mentioned details are true to the best of my knowledge and belief.

Signature: _____

SIYA RATHEESHKUMAR