

RESUME

KAVYA VK
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CAREER OBJECTIVE

To deliver the best of my capabilities for the growth and benefit of the organization and to find an exciting and challenging career where my education, experience and personal abilities can be fully utilized.

ACADEMIC PROFILE

Qualification	Institution	University/Board	Year of Passing	Percentage Of Marks
PLUS TWO	G.H.S.S MUTHALAMADA	BOARD OF HIGHER SECONDARY EXAMINATION	2015	75
SSLC	G.H.S.S MUTHALAMADA	BOARD OF PUBLIC EXAMINATION	2013	78
Degree	PALAKKAD ARTS AND SCIENCE COLLEGE	CALICUT UNIVERSITY	2021	AWAITING

TECHNICAL QUALIFICATION

Category	University	Institute	% of Marks	Month & Year of Passing
COPA (COMPUTER OPERATOR AND PROGRAMMING ASSISTANT)	NATIONAL COUNCIL FOR VOCATIONAL TRAINING	GOVT. ITI (W) MALAMPUZHA	80	July 2016

JOB PROFILE

- Scheduling and controlling the flow of work
- Controlling sequence of operation to be performed
- Acquired Knowledge on operation of computers and Internet Application.
- Database Management
- Front Office Management
- System Administration
- Assisting Programmer
- Network Administration
- Database Administration
- Computer Trainer

PROFESSIONAL EXPERIENCE

- Currently working at **Chams Branding Solutions India Pvt Ltd** as Front Office Coordinator and Administration (30.11.2020 to Present).
- Completed 10 Months (09.03.2020 to 20.11.2020) in **Nucleus Premium Properties & Nucleus Hotels and Resorts LLP** as **Customer Relationship Manager and Administrative Assistant**
- Completed 1.2 years (01.01.2019 to 02.03.2020) in **Sai Service Pvt Ltd** as **Process executive, Administrative Assistant and Data Entry Operator**
- Completed **1.7 years** (18.08.2016 to 05.03.2019) **PASAA (Programming and system Administrative Assistant) Apprenticeship at IT Centre in M/s. INSTRUMENTATION LIMITED PALAKKAD, KERALA** (A Govt. of India Enterprise) a leading manufacturer fluid control valves and other flow control elements. The company supplies Control valves, Butterfly valves, Power Cylinders and Flow Nozzles to all leading petroleum and petrochemical companies all over the country and abroad

PERSONAL ATTRIBUTES

- Willingness to work hard and learn new skills
- Keen sense of quality, flexible enough to adapt change
- Confident with a passion for excellence

COMPUTER SKILLS

- Windows XP, 7, 8, 10
- Familiar with applications of MS Office
- JAVASCRIPT, TALLY, VB, HTML, SQL
- Adobe Photoshop, Adobe PageMaker, Varamozhi & Kairali

PERSONAL TRIVIA

Name : Kavya. V K
Gender : Female
Father's Name : Kannan.M
Date of Birth : 27/02/1998
Nationality : Indian
Languages known : English, Malayalam, Hindi and Tamil
Interested in : Music, Dancing, Listening, Reading, Gardening and Social network

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(KAVYA.VK)

Place:

Date: