

Suma M

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Ernakulam - 682304

CAREER OBJECTIVE

To work in a healthy, innovative and challenging environment extracting the best of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future future endeavours as an asset to the organization

PROFESSIONAL EXPERIENCE

- TRAYEE BUSINESS SOLUTION PVT.L.T.D 3 Years
Airtel Customer Care
 - *Customer Care Executive under E-Bill Department*
- VERTEX BUSINESS SOLUTION PVT.L.T.D 2 Years
Front Office Management with Business Associate
- A.M JAIN SCHOOL, CHENNAI 2 Years
Faculty

TRAINING ATTENDED

- I have undergone project in “**A STUDY ON EFFECTIVENESS OF PERFORMANCE APPRAISAL SYSTEM**” in “**ARJUN COOPERATE OFFICE, VELACHERY, CHENNAI**” from 15th September 2012 to 31st March 2013
- I have successfully completed the four week training program in “**TATA CONSULTANCY SERVICES**” on English Communication and basic corporate etiquette in month of May 2013

ADDITIONAL SKILLS

- Proficient in MS Word, Speed Typing and Good Communication Skills

EDUCATIONAL QUALIFICATION

YEAR	QUALIFICATION	BOARD/UNIVERSITY	PERCENTAGE OF MARK
2010 – 2013	BBA	A.M JAIN COLLEGE MINAMBAKKAM, CHENNAI (MADRAS UNIVERSITY)	87 %
2008 – 2010	HSC	SRI RAMAKRISHNA MATRICULATION SCHOOL, WEST TAMBARAM, CHENNAI	75 %
2007 – 2008	SSLC	COTTON HILL GIRLS Hr Sec SCHOOL, THIRUVANANTHAPURAM	80 %

PERSONAL DETAILS

Date of Birth : 16th October 1992
Sex : Female
Nationality : Indian
Marital Status : Married
Languages Known : English, Malayalam, Tamil, Hindi

DECLARATION

I do hereby declare that the statements furnished above are true to the best of my knowledge and belief.

PLACE : ERNAKULAM

DATE :

(SUMA M)