

RESUME

BABITHA BABU
NAMBIAPARAMBIL(H)
MARADU.P.O
ERNAKULAM
PIN-682304
Mob: 9539573747



Career Objective:

To learn more and more, while serving to your esteemed organization, in a challenging environment, where I can learn and contribute meaningfully, which involves application and inculcation of various skills, and which provides opportunities to grow professionally.

Educational Qualifications:

Course	Name of the Institution	University/Board	% of marks
10 th Std	St.Joseph's CGHSS, Tripunithura	State Board	65
12 th Std (Commerce)	NSS College, Tripunithura	Kerala State Higher Secondary Board	60
B.Com(Co- Operation)	NSS College, Tripunithura	MG University	58

Technical Qualification

- Tally
- MS Office

Experience

- 2 years experience as Front Office Executive in Mahindra First Choice.
- 1 ½ years experience as Billing Clerk in Medical Trust Hospital, Ernakulam..
- 2 year experience as Office Assistant in CEE Traders at Muvattupuzha.

Personal Profile:

Name : **BABITHA BABU**
Date of Birth : 28/04/1991
Husband's Name : Nivin
Sex : Female
Marital Staus : Married
Nationality : Indian
Languages Known : Malayalam, English
Permanent Address : Nambiaparambil House
Maradu.P.O,
Maradu
Ernakulam Dist-682304

Declaration:

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

Place: Maradu

(BABITHA BABU)

Date :