

RESUME



Name : Riya Martin
Address : Moonukoottungal House
LeoClub Lane
Kadavanthra
Pin : 682020
Phone number : 9633022330
Date of Birth : 15-02-1993
Email Id : riyajijop@gmail.com
Qualification : B.Sc Maths B.Ed
Marital Status : Married
Languages Known : English, Malayalam

Key Strength :

- Writing and verbal communication
- Data Entry
- Client Relation
- Professional Correspondence
- Executive Support

- Basic Medical Knowledge
- Office Administration
- Process Improvement
- Organizing and Managing Skill
- Proficiency in MS Office (Word , Excel , PowerPoint)
- Time Management

Education

- Bachelor of Education in Mathematics(2013-2014)
Sahodharan Ayyappan Memorial College of Education, Poothotta
M G university, Kottayam
- Bachelor of Science in Mathematics (2010- 2013)
St. Teresa's College Ernakulam
M G University, Kottayam
- Higher secondary (2008-2010)
St. Teresa's Higher Secondary , Ernakulam
Kerala State board
- S S L C (2008)
St. Teresa's Convent Girls High School, Ernakulam
Kerala state board

EXPERIENCE:

Officer in account opening section - Karvy (yes bank) - 6months (24 sep 2019- 20 feb 2020)

Teamspace (Yes Bank) - 1 year (21 Feb 2020- 20 June 2021)

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.

Date:

Place : Ernakulam

RIYA MARTIN