

# **BIO-DATA**

## **BERTILA PINTO**

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### **OBJECTIVE:-**

To work for an organization which can provide me an opportunity to improve my skills, to enhance my knowledge, to learn new technology and help me to grow along with the organization where my skills will be optimally utilized.

### **EDUCATIONAL QUALIFICATION**

<b><u>NAME OF EXAMINATION</u></b>	<b><u>SCHOOL/COLLEGE</u></b>	<b><u>BOARD/UNIVERSITY</u></b>	<b><u>PERCENTAGE/GRADE</u></b>	<b><u>YEAR OF PASSING</u></b>
CERTIFICATE PROGRAMME IN HOSPITAL ADMINISTRATION	INTERNATIONAL SCHOOL OF SKILL DEVELOPMEN	ISSD	A,72%	2020
B.COM WITH COMPUTER APPLICATION	ST.TERESAS CENTRE FOR MANAGEMENT AND BUSSINESS STUDIES	M.G. UNIVERSITY	C+	2017
12 <sup>th</sup>	NAVDEEP PUBLIC SCHOOL,KOLLAM	C.B.S.E	73%	2014
10 <sup>th</sup>	VIMALA HRIDAYA ISC SCHOOL,KOLLAM	I.C.S.E	59%	2012

### **WORK EXPERIENCE**

- WORKED AS ACCOUNTANT AT JOVIE MOTORS PVT LTD,KOLLAM FOR 3.5 YEARS
- WORKED AS FRONT OFFICE EXECUTIVE AT PULSE MEDICARE HOSPITAL, MANANTHALA FOR 2 MONTHS
- WORKED AS FRONT OFFICE EXECUTIVE AT MEDITRINA HOSPITAL FOR 3 MONTHS

### **COMPUTER KNOWLEDGE**

- MICROSOFT OFFICE
- MICROSOFT POWERPOINT
- MICROSOFT EXCEL
- MICROSOFT ACCESS
- HTML

- **PAGEMAKER7.0**
- **TALLYERP9**
- **QUICKBOOKS**
- **INTEREST &HOBBIES**
- **Photography**
- **Listening Music**
- **Travelling**
- **Cooking**
- **Playing Badminton**

### **ACHIEVEMENTS**

- **Performed in the Problem Solving Assessment Conducted by Central Board of Secondary Education, Delhi.**

### **PERSONAL SKILLS**

- **Willing to take risks**
- **Enthusiastic**
- **Optimism**
- **Adaptability**
- **Believe in Team work**

### **PERSONAL DETAILS**

<b>DATE OF BIRTH</b>	<b>:</b>	<b>18-11-1995</b>
<b>CASTE&amp;RELIGION</b>	<b>:</b>	<b>CHRISTIAN, ANGLO INDIAN</b>
<b>SEX</b>	<b>:</b>	<b>FEMALE</b>
<b>NATIONALITY</b>	<b>:</b>	<b>INDIAN</b>
<b>MARITAL STATUS</b>	<b>:</b>	<b>SINGLE</b>
<b>FATHER'S NAME</b>	<b>:</b>	<b>NOEL DAS</b>
<b>MOTHER'SNAME</b>	<b>:</b>	<b>MARIA GORETTY</b>
<b>LANGUAGES KNOWN</b>	<b>:</b>	<b>ENGLISH, MALAYALAM</b>

### **DECLARATION**

**I hereby declare that the above information are true and correct to the best of my knowledge and belief, and in the event of any information being found false or incorrect, my candidature will be liable to be cancelled.**

**BERTILA.PINTO**

