

NISHA FRANCIS.T

Contact No: 9605489089

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RESUME

Professional Objective

I would like to work with an organization that allows me an opportunity to develop my knowledge and serve in a friendly environment.

WORK EXPERIENCE

7 Years of Experience in Kerala

- 2-year working experience as a secretary at a dairy society in Engapuzha.
- 1-year working experience as an Office Assistant at a Muthoot Fincorp Ltd. Kalpetta.
- 1-year working experience as an Office Assistant at an Anert Office Kalpetta.
- Now working in ST. Joseph's mills and furniture from 01/01/2018 to till date as a manager.

ACADEMIC QUALIFICATION

COURSE	YEAR	COLLEGE/UNIVERSITY
M.COM	2004-06	CALICUT UNIVERSITY
B-COM Co-Operation	2000-03	CALICUT UNIVERSITY
PRE -DEGREE	1998-2000	CALICUT UNIVERSITY
SSLC	1997	KERALA BOARD OF PUBLIC EXAMINATION.

ADDITIONAL QUALIFICATION

- Basic Computer Knowledge
- Completed CCCA

SKILLS

- Enthusiastic, Energetic, Adaptable, Patient And Friendly.
- Willingness to learn effective communication skills.
- Good time management.

PERSONAL DETAILS

Data of birth : 02-01-1982
Father Name : Francis T.I
Sex : Female
Religion : Christian – RC
Nationality : Indian
Marital status : Married
Language Known : English, Malayalam & Hindi

Address For Communication;

: Nisha Francis .T
: Thekkiniath House
: padinjarathara, Wayanad, Kerala.
: Pin. 673575

DECLARATION

Hereby, I declare that all the information furnished above is true to the best of my knowledge and belief,

With regards,

Nisha Francis.T

Place : Padinjarathara

Date :