

RESUME

**Sanitha Shaji
Mulavarikal (H)
Mudakuzha P O
Perumbavoor
Akanadu**

**Mob : 9846467539
Email : sanistanly@gmail.com**

Career Objective :

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and grow by delivering the results.

Educational Qualifications:

- B.com (Computer) from Premier College in Perumbavoor
- Plus Two from FMGHSS Koompanpara Adimali.
- TTC from BBMTTI Mundakayam.

Work Experience:

- Working as a Cashier in billing section, insurance section, typewriter of scanning section in Vatheyyath Hospital Perumbavoor.(2018- still working)
- Worked as a Medication room assistant (Accounting of surgical items) in Rajagiri Hospital Aluva (2017-2018)
- Worked as a Asst. Manager in Manappuram finance limited kuruppampady Branch (2015_17)
- Worked as a teacher in GLPS Akanadu (2014-2015)
- Worked as a teacher in Queen Marys EMHS Mudickal(2009-2011)

Skill Set:

Technical Skills	Computer application
Tools	Tally, MS Office (Excel, Word, PPT)
Personal Skills	Team player with strong interpersonal and communicational skills, well organized, Strong analytical skills and creative

REFERENCE :-

- Mr. Varghese N K., Branch Manager in Manappuram Finance Limited in kuruppampady ,Mob:9446277307
Mrs. Ramani, retired senior teacher GLPS Akanadu Mob:9446471714
- Dr . Jerin Jose Cheriyan., MBBS ,MD (Clinical Pharmacology)Rajagiri Hospital Chunangamvely. Mob:9895333890
- Shejeenamol Kareem. Chief Accountant ,Vatheyayath hospital Perumbavoor.Mob:9995551486

Personal Profile

Date of Birth : 25-5-1988
Sex : Female
Marital Status : Married
Languages Known : English, Malayalam and speak in tamil.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Kuruppampady

Date:

Sanitha Shaji

