

SANDRA SAJU



Kottakkal House
Thuthiyoor, Kakkanad
CESZ PO 682037
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CAREER OBJECTIVE:

To find a challenging position where I can utilize my talents and abilities. I like to grow with the firm and contribute towards the growth of the firm I work for. I can get along with different type of people and I am adaptable to new environment and responsibility.

EDUCATIONAL QUALIFICATIONS:

Course	Specialization	School/College	Board/ University	Year of passing
B.A	Economics	Bharata Mata College, Kochi	M G University	2021
HSC	Commerce	St.Mary's C.G.H.S.School, Ernakulam	Kerala State	2018
SSLC	General	St.Mary's C.G.H.S.School, Ernakulam	Kerala State	2016

EXPERIENCE DETAILS:

- Presently Working as Medical Billing Staff in IRIS Medical Solutions since 5th Aug 2021
- Worked as Data entry Operator at AVT , Infopark Kakkanad for a period of six monts (part time)
- Worked as Data entry Operator at a private DTP Center for one year(part time)
- Handled Tuition (1st to 12th students)

Skillset:

- Software skill : M S Office (Power Point, Excel)
- Soft Skill : Good Communication, Leadership, Active Listener.

Language Known:

- English
- Malayalam
- Hindi

Certifications:

- Completed Diploma in Financial Accounting with tally ERP 9.0 at Bharata Mata College.

Personal Profile:

Name : SANDRA SAJU
Father's Name : Saju K.R
Mother's Name : Dainy Saju
Sex : Female
Marital Status : Single
Nationality : Indian
Date of Birth : 24-08-2000

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.

Place:

Date:

SANDRA SAJU