



SIKHA BABU

DCP

To serve in a growth – oriented firm in a challenging role, to put in the best of my abilities to achieve the firm’s objectives and continuously enhance my skills and knowledge

Email :-

sikhababu21898@gmail.com

Mobile:

7012119461

Address:

Manapetty Pudukulam (H)

Porathissery P.O

Irinjalakuda, 680125

STRENGTH

Self-Motivated

Multi-Tasking

Adaptability

LANGUAGES

English

Malayalam

INTERESTS

Mandala Art

Dance

EDUCATION

Diploma in Commercial Practice (DCP)

Govt. Women’s Polytechnic College Thrissur

2017-2019, 72%

Higher Secondary Education

S.N.H.S.S Irinjalakuda

2014-2016, 82%

Matriculation

S.N.H.S.S Irinjalakuda

2014, 92%

WORK EXPERIENCE

Technical Apprentice

Vikram Sarabhai Space Center, ISRO, TDMG

2019-2021. Thumba, Trivandrum

Achievements/Tasks

Office Administration.

Filling and Record Maintenance.

Preparing Reports

Interacting with various officials at different levels

Fixing appointments and arranging for meetings and conferences

Taking dictation and drafting letters.

Handling Telephone calls.

Accessing e-mail and sending replies

Maintaining files.

SKILLS:

Typing : English (Lower, Higher), Malayalam (Lower)

Shorthand : English (Lower, Higher), Malayalam (Lower)

Computer : MS Office (Word/Excel/Power point)

Word Processing, ISM, Tally Internet

PERSONAL PROFILE:

- Father's Name : Babu M K
- Date of Birth : 21/08/1998
- Age : 23
- Sex : Female
- Marital Status : Single
- Nationality : Indian
- State : Kerala
- Religion & Caste : Hindu, Ezhava

DECLARATION

I hereby declare that the foregoing information is true and correct to the best of my knowledge and belief.

SIKHA BABU

PLACE: THRISSUR

DATE: 10/10/2021