

# RESUME



## MARY TREESA SHANLA T F

THOPPIL HOUSE

CHELLANAM

Kochi-682008

Email:marytreesa001@gmail.com

Contact :9037706032

### PERSONAL INFORMATION

FATHER'S NAME : Francis TJ  
ADDRESS :Thoppil House  
DATE OF BIRTH & AGE :10/10/1996.  
SEX : Female  
Religion : Christian  
NATIONALITY : Indian  
MARITAL STATUS : Single  
LANGUAGES KNOWN :English,  
Malayalam,  
Tamil

### Habits & Interest

< Traveling and site seeing  
< Gardening  
< Designing

### Key Strengths

➤ Good communication skill  
➤ Good social contact  
➤ Punctual and dedicated to my work

### Reference

Place : Ernakulum

Date :

## CAREER OBJECTIVE

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

## EXPERIENCES

- Six months worked as Telemarketing Executive in Karma resorts and hospitality LLP.
- Six months worked as Telemarketing Executive in Club oxygen.
- Two year worked as **Tele Marketing Executive** in Kerala Matrimony.com Ltd, Kochi.
- One year worked as office assistant in a Techno craft.

## EDUCATION QUALIFICATIONS

EXAM / DEGREE	YEAR OF PASSING	Institution	BOARD/University	PERCENTGE
Diploma in Secretarial Practice	2017	Govt Commercial Institute Kaloor, Ernakulam	Kerala DP of Technical Education	80%
PlusTwo (Bio-Science)	2014	Govt. Higher Secondary School, Cherukunnu	H.S Board	70%
SSLC	2012	Govt.Girls Vocational Higher Secondary School Cherukunnu	S.S.L.C Board	75%

## COMPUTER SKILL

- Basic Computer knowledge
- MS Office
- Typing Master

## DECLARATION

I do here by declare that the information given is accurate and authentic to the best of my knowledge, and that I have not withheld any information, which might reasonably be calculated to adversely affect my suitability for the appointment.

Yours faithfully,  
MARY TREESA SHANLA T F

