



DEVI VD

Address : Vayambanattu house, Elthuruth, P O
Kodungallur, 680664, Thrissur, Kerala – India

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About Me:-

A highly resourceful, honest, innovative, and enthusiastic individual who possesses considerable amount of knowledge regarding office assistance and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organising a wide range of assisting activities. Well organised and an excellent team player with a proven ability to work proactively in a complex and busy office environment. I am now looking for a career advancement opportunity with a company that will allow me to develop my skills and potential.

EDUCATIONAL BACKGROUND

- **Msc. Microbiology - 2016**
Sree Sankara College Kalady
- **Bsc. Botany – 2014**
Sree Keralavarma College
Thrissur
- **HSE (Plus Two)**
Biology Science
GGHSS Irinjalakuda
- **SSLC**
GHSS Kodungallur

PERSONAL DETAILS

Date of Birth : 16th April 1994

Marital Status : Single

Languages known : Malayalam, English

Nationality : Indian

Technical Skill : MS Office, Excel

Work Experience

- **Junior Assistant (Present)**
Junior Assistant at MaCampus (Manappuram
Academy of Professional Education)
- **Customer Relation Executive 2014 – 2017**
Customer Relation Executive at Boss Aluminium

Hobbies

- Listening Music
- Acting Theatres
- Cooking
- Cycling