

Priyanka V Prathapan

Email: priyankavprathapan@gmail.com Ph: +971 506214450



Career Objective: To build a long-term carrier and be an active team player to participate in the achievement of organizational goals.

Education

UG Degree - BA Sociology

- Christ King College, Ernakulam

HSC: Higher Secondary Education

- Kerala State Board – Govt. Sanskrit Higher Secondary School, Kochi, Kerala

Secondary School Leaving Certificate (SSLC)

- Kerala State Board – Christ King Convent Girl's High School, Kochi, Kerala

Additional Qualifications

- Diploma in Computer Application
- Diploma in Financial Application

Career Path

- **HR Assistant** at Doctor's Diagnostic Centre Pvt Ltd, Kochi, Kerala
Period: July 2020 – Nov 2021
- **Transaction Processor** at Conduent Business Services, Info Park, Kochi
Period: Oct 2018 – May 2020
- **Financial Advisor and Assistant to Manager** at ICICI Bank, Kochi
Period: 2 Years
- **Accounts Opening** at IDBI Bank, Kochi
Period: 1 Year.

PERMANENT ADDRESS:

Valiyaparambil [H], Vytilla PO,
Ernakulam dt., Kerala, India. 682019



MOBILE

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EMAIL

priyankavprathapan@gmail.com



TOTAL WORK EXPERIENCE

5 Years, 11 Months



Skills

- Excellent verbal and written communication skills with comprehensive problem-solving abilities.
- Ability to deal with people diplomatically.
- Efficient and goal oriented.
- Willingness to learn and a team facilitator, to accept challenges and assume responsibilities.

Technical Skills

- Well versed in computer operations with good typing speed.
- MS Office and Knowledge in internet

Reference

Aneesha PD- HR Manager, Doctor's Diagnostic Pvt Center Ltd, Head Office, Kochi, Kerala. Email: hr@ddclab.in Phone: +91 9633239933.

LINGUISTIC PROFICIENCY

English [Read, Write, Speak]
Malayalam [Read, Write, Speak]
Hindi [Basic]
Tamil [Basic]