

SRUTHI V T

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- 8848410156
- Nandanam Kariyaparambu Thekkumbhagam Tripunithura PO
Ernakulam



Personal Details

- Date of Birth: 09/07/1997
- Marital Status: Single
- Nationality: Indian

Experience

- **Vayalat Motors Pvt Ltd (Still working)**
August 2021
Documentation
Copying and filling documents, Invoicing, Insurance policy, vahan registration, Tax documentation, verification, maintaining records
- **DDRC Ernakulam**
May 2020-December 2020
Documentation
Documents entering in the software, verification of data, Sorting organizing and storing the data after entering, maintaining records
- **Conduent Business Services India LLP**
January 2020-April 2020
Documentation
Sorts, Images, documents, files and archives by form type, identifies documents and their purpose, verifies data from automated data extraction tool

Education

- **MG University**
2018
BSc Biotechnology
- **St Joseph C G H S S Tripunithura**
2015
Higher Secondary Education (Bioscience)
- **S N D P H S S Udayamperoor**
2013
Secondary Education

Skills

- Verbal and written communication
- Team work
- Multitasking skills
- Time management abilities



- Fast learner

- **Languages**

- English

- Malayalam

- **Declaration**

I hereby declare that the above stated are true and correct to the best of my knowledge and belief.

Place: Tripunithura

Date:

Sruthi V T