

## SUKANYA. R

Contact:+91 7902981894 Email:sukanyasinesh0118@gmail.com

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### **PROFESSIONAL OBJECTIVE:**

*To link people with resource, service and opportunities utilize in better way*

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### **Academic Qualification:**

<b>Qualification</b>	<b>University</b>	<b>Year</b>	<b>percentage</b>
SSLC	Kerala State Board	2009	73%
HSE	Higher Secondary Board Kerala	2011	52%
Bcom Co-operation	University of Calicut	2014	54%
Mcom	Bharathiar University, Coimbatore	2018	55%

### **Computer Proficiency:**

- DCA
- Proficient with working on Internet.
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### **Experience:**

**Organization:CHITTUR TATTAMANGALAM MUNICIPALITY-  
KUDUMBSHREE(Joined on Nov 1, 2016 to feb 2018 )  
CHITTUR TATTAMANGALAM MUNICIPALITY-KUDUMSHREE DATA ENTRY  
OPERATOR**

**Area of Interest:**

- Accounting
- Office administration
- Human resource management

**Strength:**

- Good organizing skills.
- Good communication skills.
- Excellent time management skills.
- Ability to handle administrative functions and complete work.
- Proficient with computer literate such as Microsoft Word, Microsoft Excel and Internet.
- Responsible for other duties as assigned.
- Ability to handle documentation work

**Personal Details:**

**Name** : **SUKANYA. R**

**Address** : W/O Sinesh Manikyan, Thottam House ,  
Erukkumchira, Korenchira (post)  
Palakkad -678684

**Date of Birth** : 20-05-1994

**Gender** : Female

**Marital Status** : Married

**Languages Known** : English, Hindi and Malayalam

**Declaration**

**I hereby declare that all the information given above is true to the best of my knowledge.**

Place :

Date :