RESUME

Kalluparambil (House)

Powath Road

Ayyappankavu

Ernakulam (Dist)

Kerala.

Pin 682018

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rethikabichu@gmail.com

**RETHIKA. P**

# OBJECTIVE

To gain a high-level responsible job, which offers an opportunity to make the best use of my knowledge and abilities to further enhance personal knowledge in profession and a job profile, which offers growth prospectus.

# Professional Experience

1. Worked as Administrative Executive in Net Bios Pvt Ltd. (March 2007 to Aug 2010).
2. Worked as Executive (P & A) in Infra Housing Pvt. Ltd, (Sept 2010 to Nov 2011)

3.Worked as Administrative Executive in KGL Pvt Ltd, (Dec 2011 to Oct 2012.

*Educational Qualification*

* Post Graduate Diploma in Computer Application (PGDCA) from Society for Information Technology Development (SITD), Thiruvananthapuram with First Class (68%).
* Computer Teachers Training Course (CTTC) from Indian Institute of Computer Education Society (ICES) with First Class.
* Post-Graduation (M.A) in Sociology from Mahatma Gandhi University, Kottayam.
* Graduation (B.Sc) in Zoology from Mahatma Gandhi University, Kottayam with First Class (74%).
* Vocational Higher Secondary Education (Aquaculture) from Board of Higher Secondary Examination, Thiruvananthapuram with First Class (68%).
* Secondary School Leaving Certificate (SSLC) under Board of Public Examinations, Kerala with First Class (69%).

# Computer Proficiencies

OS : Windows 9\*, NT

Office Packages : MS-Office Packages

Languages : VB, Oracle, C, C++

# Personal Details

Age : 40 Yrs

Date of Birth : 29th May 1981

Sex : Female

Marital status : Married

Languages Known : English, Hindi, and Malayalam

Hobbies : Listening Music, Painting, Stitching

# Personal Strength

* Good communication and interpersonal skills.
* Endowed with confidence and a Positive attitude.
* Sincere, responsible, and dedicative to duty.

# Declaration

I hereby declare that the details Furnished above are true to the best of my Knowledge and Belief.

# ERANAKULAM RETHIKA .P

**12.03.2022**