



## SHARYA GANESAN P

Palakkal House  
Kolakkattu chali P.O  
Chelembra,  
Malappuram, Kerala,  
Pin: 673 634

### CONTACT INFORMATION

**Email:** sharyaganesan@gmail.com

**Mobile:** +91 9562686879  
          :+91 9656139985

### PERSONAL DATA

**Father's Name:** Ganesan P

**Date Of Birth:** 27-11-1994

**Sex :** Female

**Nationality:** Indian

**Marital Status:** Single

**Blood Group :** A +

## CURRICULUM VITAE

### CAREER OBJECTIVE

*Seeking a challenging and dynamic career which will utilize my knowledge and abilities. To work in a reputable organization where creativity is accepted besides maximizing my potentials by exploiting present skills and continually developing new ones.*

### WORK EXPERIENCE :

- **Dellota Technologies – Data Analyst ( 27.12.2020 to 31.10.2021 )**
  - Data entry
  - Proficient in Microsoft office products (word, excel Access and outlook)
  
- **Post Office –Postal Assistant**
  - Dealing sorting, delivery, dispatching, speed post, parcel, money order, sub accounts.
  
- **Cochin Shipyard Limited - Apprenticeship & Advance Trainee (2015-2019)( Personnel & Administration Department (Visitors Facilitation Center & Ship Repair Commercail Department)**
  - Keeping the records & files.
  - Providing safety class presentation to service engineers & Inplant trainees.
  - Prepare work completion certificate.
  - Assisting for preparation of quotations & Invoices for repair projects, through SAP
  - Security access control system of Cochin Shipyard Limited.
  - Maintenance of file.
  - Hospitality & Reception to customers.

### LANGUAGES KNOWN

**TO SPEAK** :English , Malayalam,  
Hindi.

**TO READ & WRITE**: English,  
Malayalam, Hindi

### PERSONAL SKILLS

- Dedication in Work
- Positive attitude
- Quick learner and good team player
- Sincere and honest
- Easily adapt Changing circumstances

### REFERENCE

Devendran Jayaraj  
Senior Manager  
Ship Repair Department  
Cochin Shipyard Limited.  
Mob: 9895705086

Jayakumar T R  
Manager  
Ship Repair Department  
Cochin Shipyard Ltd  
Ph: 9895765885  
Email:jayakumar.tr@cochinshipyard.com

### EDUCATIONAL DETAILS

| COURSE                         | NAME OF INSTITUTION                                     | BOARD/ UNIVERSITY                     | YEAR OF PASSING | % OF MARKS |
|--------------------------------|---|---------------------------------------|-----------------|------------|
| B.Com Co-operation             | Calicut University                                      | University of Calicut                 | 2019            | 55.30      |
| Diploma In Commercial Practice | Govt. Women's Polytechnic College Thrissur              | State Board Of Technical Education    | 2015            | 77.62      |
| Plus Two In Commerce           | Govt. Ganapt Vocational Higher Secondary School -Feroke | Board Of Higher Secondary Examination | 2012            | 79.08      |
| SSLC                           | Umbichy Hajee HSS-CHALIYAM                              | Board Of Public Examination Kerala    | 2010            | 71         |

### SKILLS

- Microsoft Word &Excel and basic computer skills
- Word Processing
- DTP
- Computerized typing (English & Malayalam)
- Computerized Financial Accounting (Tally)
- Shorthand English 120 W.P.M
- Shorthand Malayalam 50 W.P.M
- Typewriting Malayalam & English- 45 W.P.M

### DECLARATION:

I hereby declare that the data furnished above are true and correct to the best of my knowledge and understanding.

Place : Chelembra

SHARYA GANESAN P

Date :