

**VIDYA M**  
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## Career Objective

To develop constructive ideas and thoughts and successfully applying it to my daily life situations while being innovative and versatile so that the organization which I belong grow along with me.

## Educational

### Professional Qualification:

|  |             |                |
|--|-------------|----------------|
| <b>BBA</b><br>Kerala University                  | <b>2017</b> | <b>Grade B</b> |
| <b>Plus Two</b><br>Kerala Higher Secondary Board | <b>2014</b> | <b>86%</b>     |
| <b>S.S.L.C</b><br>Kerala State Educational Dept: | <b>2012</b> | <b>80%</b>     |
| <b>Data Entry</b><br>Kerala State Rutronix       | <b>2017</b> | <b>Grade A</b> |
| <b>D.C.A</b><br>Kerala State Rutronix            | <b>2017</b> | <b>Grade A</b> |

## Strengths

- ) Firm believer of God
- ) Dedication, Motivation, Punctuality
- ) Good listener

## Skills

- ) Problem solving
- ) Decision making
- ) Co-ordination

## Areas of Interest

- Computer Operating
- Office management
- Traveling

## Personal

**Date of Birth :** 25 Apr 1996

**Sex :** Female

**Husband :** Gireesh B

**Marital Status :** Married

**Availability :** Immediate

### Languages Known

| Languages        | Read | Write | Speak | Understand |
|------------------|------|-------|-------|------------|
| <i>English</i>   | ✓    | ✓     | ✓     | ✓          |
| <i>Hindi</i>     | ✓    | ✓     | ✓     | ✓          |
| <i>Malayalam</i> | ✓    | ✓     | ✓     | ✓          |
| <i>Tamil</i>     |      |       |       | ✓          |

### Declaration

I do here by certify that the details given above are correct to best of my knowledge and belief.

Trivandrum

Yours Faithfully,

Vidya M