



Cinil Maria Jimmy

Cinilmariajimmy19@gmail.com

9645816123

CAREER OBJECTIVE:

Looking for a challenging role so that I can use my skills and capabilities through sincere dedication and hard work for successful career.

SKILLS:

Personal skills

Time management
Leadership
Communication
Problem-solving abilities
Innovate bent of mind
Excellent in interpersonal and decision making ability

Technical skills

Photoshop
Flash
HTML
English Typing
MS Office
Social Media
Phone Skills

EDUCATION:

Diploma in Hospital Management
Avodha Edutech Private Limited, Kochi
2022

BA History
Newman College, Thodupuzha – MGU
2022

Higher Secondary
St.Joseph's H.S.S Karimannoor – HSE
2019

Diploma in Web Design and Animation
G-TEC Computer Education, Thodupuzha
2017

SSLC
St Mary's Higher Secondary School Kaliyar - Government of Kerala
2016

STRENGTHS:

Good listener, Hardworking, Quick decision making, Fast Typing

AREAS OF INTERESTS:

Typing, HR, Social Service, Archiving, Teaching, Office Assistant, Office Staff, Social Media, Management, Administration, Associate

HOBBIES:

Traveling, Hearing music, Photography

PERSONAL DETAILS:

Address : Poochalil (H), Koduvely (Po), Karimannoor,
Thodupuzha, Idukki, Kerala, 685581

Date of Birth : 19-04-2001

Gender : Female

Nationality : Indian

Marital Status : Single

Languages Known : English (speaking, reading, writing),
Malayalam (speaking, reading, writing),
Hindi (speaking, reading, writing),
Tamil (speaking)

DECLARATION

I hereby declare that information given above is correct and true.

Place :

Cinil Maria Jimmy

Date :

(sd/)