



Dhanya Mol

✉ dhanyadhanu741@gmail.com

☎ 9447069741

📍 current address: Manikillukam
Parambil House, Vengola PO
Onamkulam Pin 683556
Ernakulam, Kerala

⚙️ Skills

Ms Word

Ms Excel

Ms powerpoint

Tally

Graphic design

🎯 Objective

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

🎓 Academic Details

Al-ameen college Edathala Aluva

B Com Finance and Taxation, 60%, 2021

Government Girls H S S Perumbavoor

H S C, 82%, 2018

ST Mary's H S S Morakkala

S S L C, 80%, 2015

⚓ Industrial Exposure

Industrial Visit at:

Karniz packs pvt limited Perinagala, P.O,
Pallikkara, Kochi, Kerala 683565

Implant Training at:

Practical Skills in the feild of Pre Press designing
Section involves the
process of creating a print layout to the final
printing. Adobe
Photoshop, Illustrator, In design etc. creation of
Logo's, Browshers,
Magazines etc.

🏆 Achievements

Certificate of DATA ENTRY AND OFFICE
AUTOMATION (English & Malayalam)

Practical training conducted by LBS centre for
Science and Technology Kalamassery.

Certificate of attained a "Speed of 10660 key
depression per hour" for English and "15 words per
minute" for Malayalam from LBS centre for Science
and Technology Kalamassery.

Certificate of Tally with office Management :

Tally Erp 9 August 2019

Certificate of Pre-press : From kerala Masters printing Association

Graphic pre-press trades workers design layouts, assembling and formatting text and graphic elements, in preparation for printing.

These workers use a range of computer hardware and software to manipulate images and text, selecting the appropriate colours, fonts, sizes and positions to meet the design brief.



Strength

Very good communication & interpersonal skills

Sincere Approach in duties and responsibilities

Quick Learner

Proactive and Professional attitude

Having Leadership Qualities

Team Management firm



Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

(Dhanya Mol)