

AISWARYA CS

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OBJECTIVE

Looking for a challenging opportunity in human resources/Administration, where I can apply my knowledge and grow with the organisation

EXPERIENCE

Alind SwitchGear Division

August 2021 - August 2022

Company trainee

Handles the tasks of providing administrative support to business operations by performing processing tasks like mail sorting, data entry, and scanning

Performs data entry of important materials from source documents to computer database

Responsible for receiving and distributing incoming mails

Ensures completeness and accuracy of data

Performs clerical duties especially in data entry function

EDUCATION

MS University, Thirunelveli

2017-2019

MBA (HR)

80

D.B Pampa college

2014-2017

Bsc zoology

70

Nair samajam girls HHS

2016-2017

HSC

70

SKILLS

1.knowledge of administrative and clerical tasks 2.Knowledge of major computer applications like MS Word, MS PowerPoint, MS Access, Spread sheet and internet Explorer

LANGUAGES

Malayalam English