



## ASWATHY KRISHNA

KAVALAM KUZHI AKATHOOTTU HOUSE THRIKKARIYOOR PO KOTHAMANGALAM  
9497534487 | aswathy6421@gmail.com

### Objective

I SEEK THE OPPORTUNITIES WHERE I CAN FULLY USE MY SKILL FOR THE SUCCESS OF THE ORGANIZATION

### Education

- **MAHATMA GANDHI UNIVERSITY** 2018-2021  
BACHELOR OF ARTS IN ENGLISH
- **KERALA STATE EDUCATION BOARD** 2016-2018  
HIGHER SECONDARY SCHOOL
- **KERALA STATE EDUCATION BOARD** 2016  
SECONDARY SCHOOL
- **JAIN UNIVERSITY** 4 MONTH  
HOSPITAL ADMINISTRATION

### Skills

- OFFICE ADMINISTRATION
- TRAINING MANAGEMENT AND MOTIVATION SKILLS
- COMMUNICATION SKILLS
- CLIENT RELATIONSHIP MANAGEMENT
- SOCIABLE
- TEAM WORK SKILLS
- TIME MANAGEMENT
- PROBLEM SOLVING

### ABOUT ME

- I AM A PUNCTUAL AND MOTIVATED INDIVIDUAL WHO IS ABLE TO WORK IN A BUSY ENVIRONMENT AND PRODUCE HIGH STANDARDS OF WORK.I AM ABLE TO PICK INSTRUCTIONS FROM ALL LEVEL AND BUILD UP GOOD WORKING RELATIONSHIP WITH ALL COLLEAGUES

### DECLARATION

- I HEREBY DECLARE THAT THE RESUME ALL THE INFORMATION IS CORRECT AND ACCURATE.