

MARIA RENI



CONTACT

📍 Mullaparambil House ,
Mundamveli.P.O. ,Kochi -07

☎ 6235552027

✉ renimariya996@gmail.com

🎂 15/08/1996

OBJECTIVE

To gain long term employment with a company that is on or looking to be on the cutting edge, a company that puts value on people and the products they are promoting. Honest and Ethical, I am looking to call this company my family.

SKILLS

- Office management
- Computer Knowledge (Ms office ,word,Excel and PowerPoint presentation).
- Data Entry (speed upto 40w/min
- Fast Learner
- Communication skills
- Collaboration Skills
- Organizational Skills
- Leadership Skills
- Customer service skills

ADDITIONAL INFORMATION

✓ My last working with the company was in 2018 after that I took a career break (pregnancy complications).But I have also worked for some MLM companies and some other busines in the mean time.So I was on a break with outside career but actually I worked at home. The company's I worked for is Orilame , Kerala Job Hunt, and some reselling busines platforms like Glow road and my part time main business is that Cake making.

INTERESTS

- Dance
- Reading
- Baking
- Songs listening

EXPERIENCE

Niyati Boutique Stay

15/04/2017 -
24/12/2017

Admin and Front office

Worked as an Admin cum overall person . Primary duties were checking the day to day guest details in the morning through mail, and arranging their schedule ,scanning and updating details in the visa and passport details of the foreigners in the website.Solving customers enquiry,then paying bills and necessities time to time etc.

Kerala Matrimony

02/03/2018 -
08/08/2018

Tele Marketing Executive

Worked as Telemarketing executive,for matrimonial service,duties include call upto 120 customers perday and collecting the payments via online banking for upgrading services of the matrimony profiles.

Vidal Health TPA

11/2018 -
04/2019

Claims Associate

Worked as a claims associate, duties included collecting files and assigning the bills on proper way.Making the bills easier and understandable to the customers for insurance claims.

EDUCATION

St.Louis .H.S.Mundamveli

2012

High school
78

G.G.H.S.S . Ernakulam

2014

Higher secondary
86

Aquinas College

2017

B.A.Economics
63

Tranzorze Solutions, Ernakulam

2022

Medical Coding Course
80

PROJECTS

A STUDY ON GOVERNMENT HOSPITALS WITH SPECIAL REFERENCE TO COCHIN CORPORATION

It was an academic project in College. We are a team of five students and searching for various hospitals in cochin corporation about their facilities of different parts such as O. P., I. P and

LANGUAGE

- ✓ English
- ✓ Malayalam
- ✓ Hindi
- ✓ Tamil

ACTIVITIES

- Participated in the 7 days camp of NSS as membership in National Service Scheme.

sanitation facilities etc

ACHIEVEMENTS & AWARDS

- ✓ Best student award in High School
- ✓ Awarded Certificate of merit in 2017
- ✓ Arts performance certificates

NATIONALITY

Indian

MARITAL STATUS

Married

STRENGTHS

Hardworking
Multitasking
Self confident
Detail Oriented