



SREELAKSHMI PB

Flat no:6D- Harbour crest, kurishpally road,
Ravipuram, MG road, Ernakulam
Pincode: 682015

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+916282188165
DOB 13/04/1998

Objective

To enhance my skills by taking on this challenging position and expanding my knowledge. To seek a position in a company that can launch my career and help me to build a stronger skill set.

Education

International school of skill development, kochi

Certificate/diploma in Hospital administration
2022 — 85%

Chinmaya college of arts science and commerce, Tripunithura

Bcom (Finance and Taxation)
2020 — 67%

Govt.girls Higher Secondary school, South Ernakulam

Higher secondary education (Plus two)
2017 — 82%

Nalanda public school, Thammanam

CBSE board examination (10th Standard)
2015 — 80%

Experience

Avodha edutech Pvt Ltd, Infopark kochi

February 2022 - November 2022

Academic consultant

Dealt with student counselling and admission. Also providing guidance to students to choose their best career option from the courses offered by the company.

Skills

- Basic computer knowledge
- Time management
- Verbal and written communication
- Customer Handling skills
- Ethical decision making
- Team work

Interests

- Data handling and record maintenance
- Surfing through internet
- Customer service and social service
- Public Relations

Language

English , Hindi , Malayalam

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge

Signature: _____

Sreelakshmi PB