



## **SREELAKSHMI SAJAN**



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Sreesailam  
Kalappura Ward,  
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## **LANGUAGES KNOWN**

- English
- Malayalam
- Hindi

## **HOBBIES**

- Reading
- Travelling
- Listening music

## **CAREER OBJECTIVE**

To grow in a leading organization that utilizes my ability to the fullest extent possible, helping me realize and develop my potential and be a part of team that scales great heights through continuous learning process and utmost dedication.

## **EDUCATION**

### **SD College , Alappuzha**

2015 - 2018

[Bachelor of Commerce (Finance)]

### **University Institute of Technology**

2018 - 2020

[Master of Commerce (Finance)]

### **IT Kerala , Alappuzha**

Dec 2022

[BPO-CDAC]

## **SKILLS**

- ◆ Good communication skill.
- ◆ Able to work in a team.
- ◆ Ability to work in changing environment.
- ◆ Expertise in handling MS Office Word, Excel, Tally and DTP.
- ◆ Trust worthy and honest.
- ◆ Positive attitude.