



KEERTHI RAMESH
KAKKUZHIL HOUSE VARAPETY PO ELANGAVAM KOTHAMANGALAM

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Objective

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

Education

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

Skills

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

DECLARATION

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

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