

## RESUME

### SONIYA RIYA LOBO

MANNEZHATHU HOUSE  
PUKKATTUPADY  
GREENLAND VILLA  
HNO: 413 F  
BAVAPADY  
PIN : 683561  
ERNAKULAM DISTRICT  
KERALA  
Contact no: 8943676587, 8078967382  
Email ID: soniyariya136@gmail.com

### Career Objective

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skill also secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to success of company.

### Education

Course	Discipline / Specialization	University / Board	Year Of Passing	Percentage of Mark
M Com	Computer Application	Distance education Mg university	Awaiting result	
B Com	Computer Application	Mg university	2017	75%
12th Standard	Computer Application	Board Of Secondary Education, kerala	2014	83%
10 th Standard		Board Of Secondary Education, kerala	2012	89%

### WORK EXPERIENCE

#### Account Assistant

Worked as Account Assistant in Square Associates From 2017 to 2018

## University Clerk

Worked As university clerk in Indira Gandhi National Open university kloor From 2018 to 2019

## Office Assistant

Worked As office admin cum Accountant in Charter Mercentile Infopark From feb 2020 to December 2020

## PERSONAL SKILLS

- Good communication skills
- Positive attitude and always willing to learn and develop my skills
- Pleasing personality
- Quick learner & Self -confident
- Goal oriented

## Hobbies

- Listening music
- Gardening
- Cooking

## Personal Details

- Date of Birth : 15/12/1996
- Gender : Female
- Father's Name : Jacob Ronald Lobo
- Marital Status : Single
- Languages known : English, Malayalam
- Religion & Caste : Christian Anglo indain
- Nationality : Indian

## Declaration

I hereby solemnly declare that information given above is true to the best of my knowledge and belief. I also understand that any discrepancy found in the above information will render me liable for

cancellation of my candidature.

Place: Pukkattupady

SONIYA RIYA LOBO

Date: 29 -7-2021