

#  **SAUMYA S**

Post Applied for: Data Entry Operator/ Billing/ /Computer Operator/

About Me

Worked as a professional Office Assistant

Education

* 10th: S.N.D.P HIGH SCHOOL EDAPPARIYARAM, ELANTHOOR
* 12th: Catholicate College, Pathanamthitta, Kerala, India
* B.A (Bachelor in Arts. Sub: History): Catholicate College, Pathanamthitta
* P.G.D.C.A : Bharat Computer Literacy Mission, Kerala, India

Contacts

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 8943644479, 9633244479

saumyaajayan@gmail.com

Permanent Address

* Naluparambil, Ambalamedu PO, Ernakulam -682303

# Professionals Skills

* Computer Knowledge: Ms Office, (Excel, Word ,Power Point, Windows, etc.) Complete Knowledge of Internet

# Also Known all related works for front office assistant

Work Experience

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* Computer Teacher :Micrologic computers, Elanthoor Pathanamthitta, Kerala , India
* Working Period : 2005-2006
* Computer Operator cum Office Assistant :Reliance Communications, Counnaugt place, New Delhi
* Working Period - 2006-2008
* Computer Operator cum Office Assistant Tel Star Audio visual (P) Ltd , Greater Kailash New Delhi
* Working Period – 2009-2011
* Office Assistant Cum Computer Operator: Janasevana Centre, Ambalamugal, Tripunithura, Ernakulam , Kerala
* Working Period: 2012- to till date

# Personal Profile

Husband Name : Mr. Ajayan N J

 Date of Birth : 14-12-1980 Marita Status :Married

Nationality : Indian

LanguagesKnown : Hindi, English, Malayalam

**Hobbies**

Date:07/12/2023

Place:Ambalamedu