

# RESUME

SRUTHY P BALAN



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**Contact Address**

Perumtharamolel(House)  
Kunnackal P.O., Valakam  
Ernakulam (Dt) Kerala  
India- 682 316

**Permanent Address:**

Perumtharamolel(House)  
Kunnackal P.O., Valakam  
Ernakulam (Dt) Kerala  
India- 682 316

**Personal Data**

Date of Birth :01.10.1995

Age 27

Sex : Female

Nationalit : Indian

Marital Status: Single

**Languages known**

English, Malayalam, Hindi

## CAREER OBJECTIVES

*Achieve a stable position and work in a stimulating environment Where I can employ my skills and talent for the success and progress of the organization, serve with honesty and sincerity.*

## EDUCATIONAL QUALIFICATION

- ❖ B.com Computer Application
- ❖ Plus Two
- ❖ S.S.L.C

## STRENGTH

- ❖ Confidence
- ❖ Hardworking
- ❖ Organizing Capability
- ❖ Decision making capability
- ❖ Problem solving capability
- ❖ Communication Skills
- ❖ Good handwriting

## COMPUTER AWARENESS

- ❖ Tally
- ❖ Microsoft excel, Word
- ❖ HTML

## **EXPERIENCE**

- *Office Assistant at AKSHAYA BUILDERS, Muvattupuzha (26-01-2021-11-11-2021)*
- *Back Office Assistant at MOSC Medical College, Kolenchery (11-01-2022-10-01-2023)*

## **HOBBIES**

- *Reading*

## **LINGUISTIC ABILITIES**

*To Speak : English, Tamil and Malayalam*

*To Read & Write : English, Hindi and Malayalam*

## **Declaration**

*I hereby declare that the information furnished above is true to the best of my knowledge and belief.*

**SRUTHY P BALAN**