



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