



Amal Sebastian

I am a talented, ambitious and **hardworking** individual, with broad skills and **experience** in computer and office management, social media and leading projects. Furthermore, I am adept at **handling** multiple tasks on a daily basis **competently** and at working well under pressure.

✉ amalsebastian786@gmail.com

☎ 9656840971

📍 MADUKKOLIL HOUSE
THANKAMANY P.O:685609
THANKAMANY, IDUKKI

WORK EXPERIENCE

1. CLERK

KALADY PLANTATION HSS
Period: 10/07/2022 – 30/09/2022

My job is to handle all the office related works of the school. I have to maintain and manage School records in an organized manner. Assist and support school Head Mistress in running the School successfully

Contact: Nicy Wilson - Head Mistress PH: 0484 269 6693

2. DATA ENTRY OPERATOR

DISTRICT MEDICAL OFFICE, IDUKKI
Period: 10/01/2021-31/3/2022

My job was to allot Vaccination centers and help the requested District hospital/Public Hospitals in Idukki to complete their work with the vaccination section. Handling the Grievance related to Vaccination certificates or vaccination centers is also part of my job in the District Medical Office

3. BLOCK RESOURCE PERSON

Mahatma Gandhi NREGA Social Audit Society Kerala (MGNSASK)
ADIMALY BLOCK PANCHAYATH
Period: 10/2019 – 03/2021,

The Social Audit Unit (Mahatma Gandhi NREGA Social Audit Society Kerala) is a facilitating unit providing conduct of Social Audit, Training, Evaluation, Monitoring and Regulatory Support to the Social Audit as envisaged in the Mahatma Gandhi National Rural Employment Guarantee Act and the Mahatma Gandhi National Rural Employment Social Audit Rules of 2011

▣ *My Job was to setting goals for performance and deadlines in ways that comply with SAU's plans and vision. Organizing workflow and ensuring that employees understand their **duties** or delegated tasks. Monitoring employee productivity and providing constructive feedback and coaching*

▣ *Started my career in MGNSASK in 01 October 2019 as a village resource person to do the field works and got promoted within 6 months*

Contact: Simy Jose - DISTRICT RESOURCE PERSON MGNSASK PH: 98954 56096

SKILLS

- LEADERSHIP
- MS OFFICE
- DATA ENTRY
- COMMUNICATION
- CLIENT MANAGEMENT

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI

4. OFFICE ADMIN AND DATA ENTRY OPERATOR
TECHWINGSYS, ERNAKULAM
Period: 02/01/2017- 30/04/2019

TECHWINGSYS is a platform which help to discover the scope of Future in Software Industry including website development and software training. TECHWINGSYS is a well-established software company in Kochi located in Ravipuram

My Job was to Maintains office services by organizing office operations and procedures controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions

Contact: Harikrishnan V.G - CEO, PH: 90209 96500

EDUCATIONAL QUALIFICATION

- **BSc Computer Science**
College of Applied Science (I.H.R.D Kattappana)
MG University – 2013 - 2016
- **Higher Secondary Education**
ST. Thomas H.S.S
Kerala State - 2013

CERTIFICATIONS

- **WORD PROCESSING AND DATA ENTRY (04/2019 - 06/2019)**
Certified by KELTRON (A Government of Kerala Undertaking) and secured and secured A grade
- **Tally ACE (05/2018 – 12/2018)**
Tally Education Pvt Ltd a group of Tally Solutions Pvt.Ltd, is the only authorized to issue certification on Tally and completed course with A grade
- **G-ACCOUNTANT (09/2018 – 11/2018)**
Completed course in G-TEC COMPUTER EDUCATION and secured 95% mark

DECLARATION

I hereby declare that the particulars of information stated here in above are true and complete to the best of my knowledge and belief.

PLACE:
DATE:

(AMAL SEBASTIAN)

