



Sandra Felix

PROFILE SUMMARY

Date of Birth : 05/11/2001
Marital Status : Single
Nationality : Indian
Language Known : Malayalam,
English ,Tamil

CONTACT

Address

Kalloor(H),Machamthuruth,
Vadakkera P.O ,
Ernakulam , pin : 683522

Phone

7034432510

Web

sandrafelix7012@gmail.com

TECHNICAL SKILLS

- Microsoft Office word
- Microsoft Office Excel
- DTP
- Financial Management
- Tally

CAREER OBJECTIVE

To Secure a Challenging position in a reputable organization to expand my learning ,knowledge ,and skills.

EDUCATION

- INFOMAGIC NORTH PARAVUR
DCFM - Diploma in Computerised Financial Management
- ST XAVIER'S COLLEGE FOR WOMEN ,ALUVA
BA Malayalam Language and Literature
(2019-2022)
- GHSS PUTHIYAKAVU NORTH PARAVUR
Plustwo, Commerce
Percentage:74%
- ST ALOYSIUS HIGH SCHOOL NORTH PARAVUR
SSLC
percentage:75%

PERSONAL STRENGTH

- Good team player with interpersonal skills .
- Flexible and adaptable to work in any environment.
- Effective communication,multitasking.
- Interested in learning new technical concepts.