

RESUME

NIMITHA. C. T.

Kalathiparambil House,

Opposite Sub-Registrar Officer,

Njarakkal P.O,

Ernakulam (Dist.)

Pin – 682 505

Mobile : +91 95443 37416

E-mail : nimithajain7@gmail.com

Personal Details

Spouse Name : Jithin George
Date of Birth : 10-05-1996
Gender : Female
Marital Status : Married
Religion & Caste : Christian, Latin Catholic
Blood Group : O+ve
Nationality : Indian
Hobbies : Traveling, Listening Music,
Languages Known : Malayalam, Hindi & English

Career Objective

- To use the knowledge and skills acquired, to learn and adopt new and emerging technologies.
- To become a part of an organization in which they can utilize, improve and sharpen my skills.

Personal Qualities

- Responsive to new ideas and learning
- Actively interested in teamwork
- Cheerful and sanguine approach to life

Educational Qualification

- S.S.L.C.
- Plus Two (Computer Commerce)
- BBA (Logistics)
- M.Com (Logistics) Pursing

IT Skills

- DCA (Diploma in Computer Application)
- Tally
- MS Office (word, Excel, PowerPoint)
- E-mail & Internet applications

Working Organizations

1, Fatima Hospital

2, LAZZA Ice creams

Experience

- **Fathima Hospital, Perumpadappu, Ernakulam.**

Six months Worked as a Record keeper in Medical Record Department at Fathima Hospital Since 2nd May 2017 to 31st October 2017.

- **LAZZA Ice creams, Kadavanthra, Ernakulam.**

One year Worked as a Account Assistant under JSF Holdings (P) LTD since 1st November 2017 to 24th October 2018.

Declaration

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

Place : NJARAKKAL

Date :

NIMITHA. C. T.