



LEEMA TOMY

Manakkatu House Manalumkal P O Kottayam India Pin:686503
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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

02/2021 -

Administrative assistant
Purchase and billing

MPC PHARMA PVT LTD

EDUCATION

- **ST.ALOYSIUS H S MANALUMKAL**
2013-2014
SSLC
- **ST.ANTONY'S COLLEGE KANJIRAPALLY**
2014-2016
HIGHER SECONDARY
- **ST.ANTONY'S COLLEGE KANJIRAPALLY**
2016-2019
GRADUATION
- **ST.ANTONY'S COLLEGE**
2019
TALLY PRO

SKILLS

- → QUICK LEARNING → BROWSING → TIME MANAGEMENT

INTERESTS

- Gardening
- Art's work

LANGUAGES

- English
- Malayalam

ADDITIONAL INFORMATION

DATE OF BIRTH : 04/03/1998
GENDER : FEMALE
MARITAL STATUS : SINGLE

DECLARATION

- I hereby declare that the above mentioned information given by me is true to the best of my knowledge and belief