

RESUME

SRUTHY P BALAN



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Contact Address

Perumtharamolel(House)
Kunnackal P.O., Valakam
Ernakulam (Dt) Kerala
India- 682 316

Permanent Address:

Perumtharamolel(House)
Kunnackal P.O., Valakam
Ernakulam (Dt) Kerala
India- 682 316

Personal Data

Date of Birth :01.10.1995

Age 27

Sex : Female

Nationalit : Indian

Marital Status: Single

Languages known

English, Malayalam, Hindi

CAREER OBJECTIVES

Achieve a stable position and work in a stimulating environment Where I can employ my skills and talent for the success and progress of the organization, serve with honesty and sincerity.

EXPERIENCE

- ❖ Worked as Back Office Assistant for MOSC MedicalMission Hospital Kolenchery from 11/01/2022 to 10/01/2023
 - Entering accounts of customer data from document
 - Complying with data entry deadline
 - Sorting data information to prepare computer entry
- ❖ Worked as Office Assistant for AKSHAYA BUILDERSMuvattupuzha from 26/01/2021 to 11/11/2021
 - Entering information into database
 - Managing records and bills

EDUCATIONAL QUALIFICATION

- ❖ Bcom Computer Application
- ❖ HSE
- ❖ SSLC

STRENGTH

- ❖ Confidence
- ❖ Hardworking
- ❖ Organizing Capability
- ❖ Decision making capability
- ❖ Problem solving capability
- ❖ Communication Skills
- ❖ Good handwriting

COMPUTER AWARENESS

- Tally
- Microsoft excel , Word
- HTML

HOBBIES

- Reading

LINGUISTIC ABILITIES

To Speak : English, Tamil and Malayalam

To Read & Write : English , Hindi and Malayalam

DECLARATION

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

SRUTHY P BALAN