

Kena B



Contact

Address:

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Alappuzha

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Languages

English
Hindi
Malayalam

Hobbies

- Listening music
- Reading

Skills

- Positive attitude.
- Good communication skills
- Time-management
- Active listener
- Problem solving

Profile

Seeking a challenging and dynamic position as a Public Relations Officer, where I can utilize my skills and experience in developing and implementing effective communication strategies to build and maintain relationships with clients. I am committed to achieving the organization's goals through strategic planning, creative thinking, and excellent communication skills.

Computer Skills

Tally: ERP 9

Microsoft Office: Word, Excel and PowerPoint.

Work Experience

- **PRO (Oct 2022 – Feb 2023)**
Matha Medical centre
Kollam, Kerala

Education

- **Fr. Porukara CMI college | Champakulam, Alappuzha**
June 2019 – April 2022
BCom with Finance and Taxation
- **GHSS | Kidangara, Changansserry**
June 2017 – March 2019
Higher secondary
- **St. Xavier's high school | Mitharakkary, Alappuzha**
June 2016 – March 2017
SSLC

Activity Summary

- Volunteer of NSS

Academic projects & seminar

- Project: A study on topic "Green cosmetics" (2022)

Reference

Name: Fr. Saji chiramukath CMI

College name: Fr. Porukara CMI college, Champakulam

Phone: [0477-273 7399](tel:0477-2737399)