



SREELEKSHMI PM

Perumpallil SH Mount PO Kottayam
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Personal Details

- Date of Birth : 18/08/1997
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Gender : Female

Educational Qualifications

- **Baselius college Kottayam(MG University)** 2015-2018
BA in Malayalam Literature
73%
- **SH Mount Higher Secondary School Kottayam** 2013-2015
Plus Two (Science)
75%
- **St Marcellinas GHS Nattassery Kottayam** 2013
SSLC
85%
- **Keltron Knowledge Centre kottayam** 2022
Diploma in Computerised Financial Accounting,Tally and MS Office.
B grade

Experience

- **DNA Data Solutions Kottayam(pvt sector)** -
Data Entry
1 Year experience in data entry
- **ABC Diagnostics Pvt Ltd Kottayam** -
Office Staff
6 months experience

Skills

- Sales, Problem Solving and Decision Making

Languages Known

- Malayalam and English

Interests

- Listening Music

Declaration

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