

# MARY LIYA SANTHIYAVU



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📍 Vadakkeparambil house mundamveli po  
682507

## 🚀 SKILLS

Microsoft excel

Customer service

Emotional intelligence

Problem solving

Verbal communication

Adaptability

Ms office

## ❤️ INTERESTS

Participating in social activities

Travel

Listening to music

Reading

## 📖 LANGUAGES

English Malayalam

## 🎯 OBJECTIVE

To objective a position of responsibilities that utilises my skills and experiences and keen to work in an environment where I can enrich my knowledge.

## 📁 EXPERIENCE

**Office administrator** 2021 june - 2022 February

Account service Society

Skillfully manage wide-range of office and sales support tasks, including accounts payable / accounts receivable and payroll processing. Leverage strong multitasking skills to manage customer service, data entry, invoicing and inventory.

**Tellecalling** 2022 - 2022

Child help foundation

Contacting existing customers as well as prospective customers using scripts.

## 🎓 EDUCATION

**BA English literature** 2019-22

MG University

Result waiting

**Plus two** 2017\_19

Aasia bai higher secondary school mattanchery

72%

**SSLC** 2017

Ccplm Anglo Indian higher secondary school

78%

## 👤 CERTIFICATES

Hospital administration

Issd(international school of skill Development)

Tuvsud certification

92%

Growplus program

Dr Reddy's foundation

## ★ DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars