

# RESUME

## VINSHA V.P

8075309927

vinsha82rajesh@gmail.com

### *Career Objective :*

*To provide my best potential and expertise attaining a greater satisfaction index, thereby increasing the reputation of the organization.*

### *Personal Info:*

DOB : 25/02/1982

Sex : Female

Religion : Hindu

### *Address*

Sreevinayakam,  
Maliyam, Paravath Lane,  
Boat Jetty Road,  
Vaduthala,  
Ernakulam

### *Experience – 19 years 9 months*

- Asst. Manager, Amrita College of Nursing -  
24<sup>th</sup> February 2023 to till date
- Assistant Manager, Amrita College of  
Nursing – 24<sup>th</sup> February 2022 to 24<sup>th</sup>  
February 2023 (on probation)
- Sr. Public Relation Assistant, Amrita  
College of Nursing, Kochi – 2008 to Feb 2022
- Public Relation Assistant, School of Nursing,  
AIMS – 2006-2008
- Sales Co-ordinator & Office administration,  
Build Tech Associates Pvt. Ltd. Kadavandra,  
Kochi - 2 years & 6 months

- Data Entry Operator, Skill Tech Computers  
- 3 months

### ***Hard Skills***

Data Entry : Advanced & 40-  
50 words per minute

### ***Educational Qualification***

PG : MA Economics. Maharajas College, Ekm

Degree : BA Economics, Cochin College, 2017

Pre Degree : Cochin College

SSLC : OLFGHS, Kumbalangi

### ***Soft Skills***

#### ***Communication***

Verbal: Excellent

Written : Excellent

#### ***Technical Proficiency***

- MS Office with internet – G Tech

- KGTE Type writing Lower & Higher

### **Languages Known**

Malayalam, English & Hindi

### ***Declaration***

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

**Yours Faithfully**

**Place : Kochi**

**Date :**

**Vinsha V.P**