

TILJA VINU



Contact

@ tiljavinu7@gmail.com

8086149920

Arackal House south Chellanam

Personal Details

Date of Birth : 30/05/1996

Marital Status : Married

Nationality : Indian

Religion : Christian

Gender : Female

Place : Kochi

Skills

Team Building Problem solving 20%
Decision making

Autocad Desiging MS word Excel 40%

Languages

English Hindi Malayalam Tami

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

IITNDT PVT LTD

Admin Executive And Course Coordinator

Managing Front office

Do all course coordinating works including help candidates to prepare Exams, their classes, finally to give them job placements

Exact Builders

Designer and Admin

Creating Building plans and designings

Customer Handling

Managing front office

Jayalakshmi silks

Sales, Billing, customer service

Managing customers

EDUCATION

Vidhya Institutions

2022

Diploma In Computer Application
Distinction

Sreeshankara College of Multimedia

2018

Diploma In Autocad designing 2d

Gvt. Women's ITI

2016

ITI Draughtsman Civil

St. Antony's High School

2011

SSLC