

PERSONAL
INFORMATION

AJISHMAA S

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SEX FEMALE | DATE OF BIRTH 08/03/1995 | NATIONALITY INDIAN

CAREER OBJECTIVE

INTEND TO BUILD A CAREER WITH LEADING ORGANISATION OF HI-TECH ENVIRONMENT WITH COMMITTED AND DEDICATED PEOPLE, WHICH WILL HELP ME TO EXPLORE MYSELF FULLY AND REALIZE MY POTENTIAL AND MAKE A POSITIVE IMPACT ON THE ORGANISATION. WILLING TO WORK AS A KEY PLAYER IN A CREATIVE ENVIRONMENT

WORK EXPERIENCE

(From 08/08/2020 To
Till

OFFICE ADMINISTRATOR

AVS ENTERPRISES

- HANDLING BRANCH OFFICE AND COORDINATING DEALER BILLING SECTION.
- COORDINATING COMMUNICATION WITH DEALERS.
- CARRY OUT PURCHASE RELATED MATTERS
- GST FILLING

business or sector PUMP DISTRIBUTOR

EDUCATION AND
TRAINING:

COURSE	INSTITUTE/BOARD	MONTH AND YEAR OF PASSING	% OF MARK
M. COM (FINANCE)	MAR BASELIOS COLLEGE, ADIMALY/ MAHATMA GANDHI UNIVERSITY	MAY 2017	73%
B.COM WITH COMPUTER APPLICATION	COLLEGE OF APPLIED SCIENCE, NEDUMKANDAM/ MAHATMA GANDHI UNIVERSITY	MARCH 2015	78%
PLUS, TWO	GOVERNMENT H.S.S. PANICKANKUDY / BOARD OF PUBLIC EXAMINATION, KERALA	MARCH 2012	70%
S.S.L.C.	GOVERNMENT H.S.S PANIKANKUDY / HIGHER SECONDARY EXAMINATION	MARCH 2010	79 %

CERTIFICATE COURSE:

DIPLOMA IN HOSPITAL ADMINISTRATION
JAIN UNIVERSITY, IGNITE SKILL ACADEMY, KALAMASSERY

MOTHER TONGE(S) Malayalam

OTHER LANGUAGE(S)

	Understanding		Speaking		Writing
	Listening	Reading	Spoken Interaction	Spoken Production	
ENGLISH	B2	B2	B1	B1	B2
HINDI	Replace With Name of Language Certificate. Enter Level If Known.				
	B2	B2	A2	A2	A1

Levels: A1/A2: Basic User - B1/B2: Independent User - C1/C2 Proficient User
[Common European Framework Of Reference For Languages](#)

DIGITAL SKILLS:

Self-Assessment			
Information Processing	Communication	Content Creation	Problem Solving
Independent User	Independent User	Basic User	Independent User

Levels: Basic User - Independent User - Pro