

Mobile: +919037991002

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BASIL SABU

Career objective

I am aiming for a career that will provide a platform for me to develop my talents.

ACADEMIC QUALIFICATION

Degree	Board / University	Institution	Period	% of Marks Obtained
B Com (Computer application)	Mahatma Gandhi University	CET College of Management Science and Technology, Airapuram	2016-2019	65
Plus Two	Board of Higher Secondary Examination	G.H.S.S Ooramana	2015-2016	70
SSLC	State Board of Secondary Education	M.S.H.S.S Valakom	2013-2014	72

CURRENT VOCATION

Name of the program	Subjects	Name of the institution	Time period	% of Marks Obtained
Certificate Program in Medical Scribing	1) Language of medicine 2) Typing 3) Medical coding 4) American English	Mithra School of Medical Scribing, Thodupuzha, Kerala	January 18, 2022 - September 15, 2022 -	70

EXPERIENCE

- 2 years Experience as a CREDIT EXECUTIVE in MICRO FINANCE.
- 2 Month Experience as a QDS Trainee.

LANGUAGES KNOWN

S.No	Languages	Read	Write	Speak
1.	English	✓	✓	✓
2.	Malayalam	✓	✓	✓
3.	Hindi	✓	✓	
4.	Tamil			✓

COMPUTER SKILLS

- General: basics of computer hardware & software.
- Good in using MS-office (MS-word, MS-excel, MS-power point), IBM SPSS
- Operating system: Windows XP, 7, 8,10, Ubuntu, Linux
- Basic technical repairing skills
- Typing speed (50 words per minute)

AREAS OF INTEREST

- Cooperation
- Leadership
- Agriculture and related activities
- Sports, especially Football
- Arts

ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES

- College Football Team Captain
- Participated in University Football Tournament

PERSONAL TRAIT

- Good communication skill
- Man management skill
- Good typing speed
- Creative and logical
- Interactive skills
- Leadership skills

PERSONAL PROFILE

Date of Birth : 06-05-1998
Gender : Male
Marital status : Single
Languages Known : English, Hindi, Tamil and Malayalam
Father Name : Sabu Kuruvila
Permanent Address : Srambil House Kunnackal P.O Valakom,
Ernakulam , Kerala 682316

DECLARATION

I, hereby declare that all the above information and particulars are true to the best of my knowledge.

DATE :

PLACE:

SIGNATURE:
(Basil Sabu)