

Curriculum Vitae

ARCHANA S

Santha Nivas(H)

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Career Objective

I'm a fresher; willing to be an excellent addition to your team. I consider myself to be dedicated and dependable individual who possess excellent verbal communication and System Orientation Skill.

Personal Details

- Date of birth : 14-07-1998
- Nationality : Indian
- Height : 161Cm
- Weight : 52Kg
- Vision : Normal
- Marital status : Single
- Gender : Female

Professional Skills

- Communication
- Time management
- Adaptability

My strengths are:

Helping mentality ,Friendliness

Educational Qualification:

- 2020 - Frankfinn Diploma in Hospitality, Travel and Customer Service
- Certificate in Reservation And Ticketing With Amadeus
- 2016-2019-Bachelor of Computer Applications (BCA) ,M.G UNIVERSITY
- 2014-2016 - PLUS TWO (Higher Secondary Board)
- 2014 - 10th (SSLC) (Board of Public Examination kerala)

Software Skill

- C
- C++
- Java
- PHP
- Email communication

Experience

Worked as an Account Assistant in a Supermarket from 1st January 2021 to 31st August 2021.

Worked as an Guest Service Agent in Ginger Hotel Mangalore from 17th December 2021 to 31st October 2022.

Languages Known

Languages	Read	Write	Speak
ENGLISH	Excellent	Excellent	Excellent
HINDI	Excellent	Excellent	Excellent
MALAYALAM	Excellent	Excellent	Excellent
TAMIL	Nil	Nil	Average

Hobbies

- Gardening
- Drawing
- Painting
- Help my mother in her cooking

Declaration

I hereby declare that the above information furnished by me is true to my knowledge.

Date:

ARCHANA.S

Place: