

# PROFESSIONAL PROFILE

**SOUMYA MOHAN**

## CONTACT INFORMATION

Mob: +91 7994198660

Email: soumohan5@gmail.com

## PERMANENT ADDRESS

Sankarappanthara House

Vengoor P. O

Vengoor, Pin : 683546

Ernakulam, Kerala

## PERSONAL INFORMATION

Date of Birth : 05/12/1985

Age : 37

Nationality : Indian

Sex : Female

Religion : Hindu

Marital Status : Married

## HOBBIES

Reading Books, Listening Music

## LANGUAGE KNOWN

English, Hindi

Malayalam

## OBJECTIVE

To serve the organization with full dedication hardwork and continuously improving my knowledge base.

## ACADEMIC QUALIFICATION

- **Degree : BA** Philosophy from Maharajas College, Ernakulam, MG University Kottayam.
- **Plus Two: Humanities** from SNHSS North Paravoor, Kerala Board of Higher Secondary Examination.
- **SSLC : MGM HSS** Kuruppampady, Kerala Board of Public Examination

## WORK EXPERIENCE

- I have 13 years of experience as Front office staff. Beside I have work experience with regards to the various section such as OP Bill, registration admission desk, Birth and death etc...

## TECHNICAL SKILLS

- **MS Office**

## STRENGTHS

- Positive attitude
- Good communication skill and interpersonal skills
- Ability to work with Self Confidence.

## DECLARATION

I hereby declare that all the information provided by me here is correct to the best of my knowledge and belief.

Place: Vengoor

**Soumya Mohan**

Date: