

ADITHYA LAKSHMI G

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Permanent Address:

Geethamandiram

S N Puram P O

Pampady

Kottayam

PIN- 686502

Ph:+919539894211

:+917907352459

Languages Known

- English
- Hindi
- Malayalam

CAREER OBJECTIVE

To pursue a career with an organization which will help me to explore and achieve expertise through opportunities and learning, which will help me to enhance my skills along with ensuring organizational success.

EDUCATION AND TRAINING

1. MEDICAL SCRIBING

Branch : Transorze solutions,
Pulleppady

2. HOSPITAL ADMINISTRATION

Branch :International School of Skill
Development(ISSD), Kochi

3. H.S.E

Branch : Science
Name of Board :Higher Secondary Board Kerala.
Year of Passing : 2019

4. DATA ENTRY AND OFFICE AUTOMATION

Branch :LBS Center for Science &
Technology

5. S.S.L.C

Branch : General
Name of Board :Kerala Public Board of Exam
Year of Passing : 2017

COMPUTER SKILL

- ❖ MS Word
- ❖ MS Excel
- ❖ Good typing speed
- ❖ Basic Knowledge in Computer

Personal Details:

Father's Name : M P
Gopalakrishna Menon

Mother's Name : Gayathri G

Sex : Female

Marital Status : Single

Nationality : Indian

Date of Birth : 11 – 07 -2001

Religion : Hindu

PERSONAL STRENGTH

- ❖ Positive attitude
- ❖ Good listener
- ❖ Problem solving
- ❖ Time management
- ❖ Flexible & Adaptable
- ❖ Good team work

INTERESTS

- ❖ Traveling
- ❖ Cooking
- ❖ Dance
- ❖ Listening music

DECLARATION

I, **Adithya lakshmi G** hereby declare that the above particulars are true and correct to the best of my knowledge and belief.

ADITHYA LAKSHMI G

Place: Kottayam
Date: 01-10-2022