



# KEERTHY K

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🏠 Palakkad, Kerala, India

## ACADEMIC CREDENTIALS

- 2020 ○ BACHELOR IN COMMERCE-  
COMPUTER APPLICATION  
University of Calicut
- 2017 ○ HIGHER SECONDARY  
- Board of Higher Secondary Examination, Kerala, India  
- Govt of
- 2015 ○ SSLC  
- Board of Public Examination, Kerala, India  
- GGVHSS NEMMARA

## COMPUTER PROFICIENCY

MS Office/ Word	★ ★ ★ ★ ★
MS Excel	★ ★ ★ ★
Basic Operations	★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★ ★ ★ ★ ★ ★

## LANGUAGES KNOWN

English	██████████ 80%
Hindi	██████████ 25% 100%
Malayalam	██████████

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Team Work	Work Ethic	Communication	Leadership	
Organization skills	Time Management	Interpersonal ability		
Detail Oriented	Punctual	Quick Learner	Hardworking	Analytic Skills

## EMPLOYMENT CHRONICLE

- MUTHOOT INSURANCE BROKERS LTD  
JULY 1,2021 - OCT 31, 2021 as a TEAM LEADER
- MIKHAEL CAPITALIZE PVT LTD  
NOVEMBER 8,2021 – AUGUST 6,2022 as a OFFICE STAFF

## CERTIFICATIONS

- Diploma in Computer Application (C-DAC)

## PERSONAL STRENGTHS

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- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review

## INTERESTS

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Songs



Reading

Cinema

## REFERENCE

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- Available upon request

## KEY RESPONSIBILITIES

### TEAM LEADER/OFFICE STAFF

- **Covering your manager when they're out of office**
- **Admin**
- **Email**
- **Monitoring projects**
- **Communicating goals and targets**
- **Encouraging success**
- **Motivating your team**
- **Time management**
- **Problem-solving**

## PERSONAL DOSSIER

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Gender : Female  
Date of Birth : 31/01/1999  
Nationality : Indian  
Marital Status : Single  
Permanent Address : Parakkal ho  
Muthaliyar street,Vithanasery  
nemmara  
Palakkad, Pin :678508

## PASSPORT DETAILS

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Passport Number :  
Date of Expiry :  
Date of Issue :  
Place of Issue :

## DECLARATION

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I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

KEERTHY K