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96minnubenny@gmail.com

Puthusserikkuzhiyil House, Mannathoor (P.O),
Pambakuda, Ernakulam (dist), Pin: 686667

Minnu Benny

Receptionist

PROFESSIONAL EXPERIENCE

Receptionist	Jul '18 -
MCS Hospital Muvattupuzha	
Still Working	
Receptionist	Jan '17 -
Meristem International Consultancy	Kolenchery
6 months (2017)	
Receptionist	Jan '16 - Jan '17
St. George Hospital	Muvattupuzha
Computer Trainee	
G.Tec Computer Centre	Koothattukulam

EDUCATION

Financial & Management Accounting in Bussiness Environment

Aiswarya Accounting Institute, Perumbavoor

2015

Diploma in Indian And Foreign Accounting

G Tec Computer Education, Koothattukulam

2014 - 2015

Plus Two

Govt. H.S.S. Mannathoor

2012 - 2014

10th

Govt. H.S.S. Mannathoor

2011 - 2012

KEY SKILLS

Tally
MS Office
Word
Power Point
Excel

HOBBIES

Internet Browsing, Listening Music

PERSONAL DETAILS

Date Of Birth : 05/07/1996

Gender : Female

Marital Status : Married

Nationality : Indian

Religion : Christian, Orthodox

LANGUAGES KNOWN

English, Malayalam

DECLARATION

I do hereby declare that all the information furnished is true, complete and correct to the best of my knowledge and belief.

Place : Mannathoor

Date :

MINNU P BENNY