



SMITHA SURESH

To seek a responsible position in an esteemed organization, and to enhance my interpersonal skills while working towards achieving the goal of the organization. I am confident to learn and work on new products and want to give an exemplary display of my abilities by keeping up to the expectations.

✉ smithasivadasen@gmail.com

📞 7356638907

📍 Ushus, Jewels Lane, Maradu, Ernakulam, Kerala, India

📅 01 April, 1978

WORK EXPERIENCE

Office Assistant

BTH Sarovaram

2008 - 2023

Maradu Kochi

SKILLS

Coordination

Communication

Work Ethic

Negotiation

EDUCATION

Bachelor Of Commerce

MG University

LANGUAGES

Malayalam

Native or Bilingual
Proficiency

Hindi

Full Professional Proficiency

English

Limited Working Proficiency