

RESUME

SWATHI SASI

Thrishyamangalam House
Pravinkoodu PO Thiruvandoor
Phn; 9207117089



OBJECTIVES

To work with progressive and growing organization, so as to enhance my knowledge and sharper my skills that will help me reach to better position through my contribution that add a value to the organization.

PROFILE SUMMARY

- **Ability to produce best result in pressure situation**
- **Ability to work as individual as well as in group**
- **Organize own work meet critical deadlines.**

EDUCATIONAL CREDENTIALS

- CTTC COMPUTER TEACHER TRAINING COURSE(2021)
- 12TH LEVEL FROM GHSS THIRUVANVANDOUR
- 10TH LEVEL FROM ST JOSEPH'S GHS NALUKODY

CERTIFICATION

- **Diploma in computer application**
- **ASAP additional skill acquisition program**
- **Certification in GST**
- **Certification in Tally**
- **Sukuma hindi**
- **Certification in EXCEL**

EXPERIENCE

- Academic counsellor in kaloor Orion solution
- Software Developer
- Office assistant
- ASAP trainee

IT PROFICIENCY

- MS OFFICE
- Tally
- Power point

- Excel
- Typing

PERSONAL PECULARITIES

Date of Birth : 18/09/2000
Nationality : Indian
Languages Known : Malayalam,English

DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Place : CHENGANNUR

SWATHI SASI

Date : 23/012023