



KAVITHA MARY JEROME

Administrator

Highly experienced and dedicated administrator with more than six years of experience in administration field. Excellent time management skills to provide clerical support to other personnel and executives. Possess strong communication skills with the ability to multitask and willingness to learn new skills.

Experience

- **2023 - February to May**
MINDCAREDOC - ADMINISTRATOR
 - Administration work
 - Documentation
 - Client relations
 - Conducted outreach programmes
- **2021 - 45 Days**
CHILDLINE KOCHI - INTERN
 - Administration work
 - Field work for case intervention
 - Documentation
 - Counselling
- **2021 - 45 Days**
ERNAKULAM SOCIAL SERVICE SOCIETY - INTERN
 - Administration work
 - Formed SHGs
 - Documentation
 - Flood related work
- **2013 - 2019**
UNIMONI FINANCIAL SERVICES LTD - EXECUTIVE
 - All India branch support
 - Administration work
 - Documentation
- **2010 - 2011**
MUTHOOT FINANCE LTD - JUNIOR EXECUTIVE
 - All Kerala branch support
 - Administration work
 - Documentation

Reference

Sinoj Thoppil
Bank Notes Head
UNIMONI Financial Services Ltd
Phone: 9387116015

Sharika N K
Manager
Mindcaredoc
Phone: 6238930862

Contact

Phone

9446474815

Email

kavithamjerome@gmail.com

Location

Ernakulam, Kerala

Education

2022

Master of Social Work

De Paul, IGNOU

2010

Bachelor of Commerce

All Saints College, Trivandrum

Skills

- Proficient with MS Office
- Effective communication
- Exceptional interpersonal skills
- Strong attention to detail
- Time Management

Language

- English
- Malayalam
- Tamil