

LENA R



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MY PROFILE



Ammu Vihar

Pavamkulangara

Thekkumbhagam

Tripunithura P.O

Ernakulam-682301



PERSONAL PROFILE

Gender	Female
Religion	Hindu
Mother tongue	Malayalam
Marital status	Married
Date of Birth	10-07-1987
Nationality	Indian

Career Objective : To support the supervisors and management team with problem-solving skills, effective teamwork, and respect for deadlines while providing administrative and entry-level talents with the goal of proving myself and growing with the company.

❖ Experience

Cyberworld Internet & Dtp Center

F-10, C-Block, Layam Road, Tripunithura, Ernakulam, India.

Desktop publishing operator

June 2018 to December 2020

HIGHLIGHTS

- ★ Should have hands-on experience in Adobe in Design, Photoshop,
- ★ To provide data entry support to customers.
- ★ To prepare communication, reports, presentations and other products by operating Microsoft Word, Excel, and Powerpoint.
- ★ To oversee the clerical support function of an office, business or based on client specific requirements.
- ★ To monitor and respond to email communication
- ★ Preparing online applications

Kerala Chemicals

497 E, Irimpanam Post, Kochi, Kerala, India

Administrative Assistant - January 2021 to June 2023

- ★ Answer and direct phone calls.
- ★ Organize and schedule appointments.
- ★ Write and distribute email, correspondence memos, letters, faxes and forms.
- ★ Assist in the preparation of regularly scheduled reports.
- ★ Develop and maintain a filing system.
- ★ Submit and reconcile expense reports
- ★ Maintain Purchase and sales records
- ★ Creating E-Way Bills

STRENGTH

- Positive attitude
- Hard working nature
- Good communication and interpersonal skill
- Focused
- Responsible

CERTIFICATIONS

- Tally Essential Comprehensive Certification
- Ms.Office Certification

HOBBIES

- Cooking
- Travelling
- Dancing
- Listening Music

- ★ Communicating with executives and upper management regularly
- ★ Overlooking the daily functions of the business
- ★ Maintaining a healthy relationship with suppliers and stakeholders
- ★ Handle monthly, quarterly and annual closings.

Academic Qualification

BA.Economics : **Vidyapeetam college of arts**
Tripunithura, Ernakulam, Kerala,
Grade/Class : B
Year : 2015 - 2018
Affiliated to Mahatma Gandhi University

Intermediate Stella Maris Public School Udayamperoor
Commerce
Grade/Percentage : 53%
Year : 2013 - 2015

Matriculation: CKC GHSS Ponnurunni, Vytilla,Ernakulam
Grade/Percentage : 54%
Year : March 2013

DCFM @

Royal Institute, Tripunithura, Vytilla, Kochi
(Approved by Govt of Kerala)

- MS.Office
- Tally
- Photoshop

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true,correct and complete to the best of my knowledge and belief.

Place : Ernakulam.

Date

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