



VINNY PETER

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Kalapparambil House
Chethy P.O
Alappuzha-688530

PERSONAL DETAILS

D.O.B : 20-3-1998
Gender : Female
Nationality : Indian
Languages Known : English,
Malayalam
Hindi

EDUCATION

BCom Computer Application

PG College ,Cherthala
Calicut University
Kerala
2015-2018

Higher Secondary Commerce

St.Fransis Assisi HSS
Arthinkal, Alappuzha
2015

SSLC

St. Augustine HS
Mararikkulam, Cherthala
Alappuzha
2013

SKILLS

- Team Player
- Leadership Quality
- Good Communication
- Confident & Self Motivated
- Hard Working
- Good Client Relationship
- Quick Learner

SUMMARY

To obtain employment at one of the state's best companies and to advance my career by working at an establishment that offers numerous opportunities for professional growth.

EXPERIENCE

Office Administration

SJ Consultancy, Arthinkal Cherthala, Feb 2020- Sep 2020

- Collaboration Services to Institutions
- Educational Counseling
- Offers & Admissions in Universities/Colleges
- Loan Assistance
- Client follow-up

Business Processing Executive

Aabasoft Technologies, Infopark, Kochi, Mar 2019- Oct 2019

- Business Processing (International Clients)
- Customer care service
- Data verification
- Filling and record keeping