

# Aadhitya S Menon

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## Present Add:

Kanniveetil(H)  
UdayathumVathil,Panangad,  
Ernakulam , 682506.

## Permanent Add:

Gopinathamandiram(H)  
Eramalloor, Cherthala,682506

## EXPERIENCE

### Sree Gokulam Central School— Administration

Handled admissions & Fees collections.

### Reliant credits india ltd. - Branch manager(Public Relations)

Handled the whole Branch Operations & Administration.

### SML Finance - Business Coordinator(Customer & public Relations)

### FINVISMAA NIDHI LIMITED - Branch Manager

(Public Relations,Operations,Administration & Management of Branch)

### ASPIRE RESIDENTIAL PUBLIC SCHOOL - Administration

## EDUCATION

Matriculation with 86% in Santa Maria CBSE School,Kochi.

+2 Commerce with 76%

Bcom Graduate

Diploma in Computer Application with 96%

Diploma in Basic English Grammar with 81%(CPD)

Diploma in Mathematics with 80%(CPD)

Diploma in Public Relations(CPD)

Diploma in Human Resource Management (CPD)

Computer Operator Course with B grade from G-tech

Certification in Social & Health Care(CPD)

Certificate in Pediatric First Aid Course with 100%(CPD)

## Personal Details :

Name : AADHITYA S MENON

Father's Name : KP SATHISH  
MENON

Mother's Name : Sindhu

Sathish

Spouse Name: Rahul KR

Children : 2

Age: 27yrs

Sex: Female

Religion : Hindu

## SKILLS

### ALL ROUNDER

## LANGUAGES KNOWN

ENG - SPEAK,READ & WRITE

MAL - SPEAK,READ & WRITE

HINDI - SPEAK,READ & WRITE

TAMIL - SPEAK

*I Aadhitya S Menon is an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using my own initiative. I am able to work well under pressure and adhere to strict deadlines.I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.*

Thanks & Regards,  
AADHITYA S MENON

