



To grow as an effective professional and drive the organization in a manner which will help the organization to move towards the higher targets as well as help myself to strengthen my job competency and grow within the company

## SHAREN ANTONY C

**Phone:**

+91 87142 42212

**E-Mail:**

sharenantony95@gmail.com

**DOB:** 27/05/1995

**Sex:** Female

**Nationality:** Indian.

**Marital Status:** Single

**Mother tongue:** Malayalam.

**Address :**

Charangatt House

Mundamveli -Kochin

Pin- 682 007

**Computer Proficiency**

Microsoft Office ( Word,  
Power Point, Excel )  
Microsoft Windows 7 and 8,  
Linux

**Languages**

English  
Malayalam  
Tamil

**Experience**

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Nov 2015 to Nov 2017

**IELTS coordinator cum Office Administrator  
- International Academy , Ernakulam, Kerala**

To provide IELTS guidance and expertise to both customers and colleagues.

Nov 2017 to Till Now

**Admission Manager ( Australia , Canada , Uk ,  
newzealand) - International Academy ,  
Ernakulam, Kerala**

The Admission Officer will be responsible for documentations, eligibility Checks and Application Filing for Enrolled Students.

**Education**

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2012-2015

**Bachelor of Computer Application -  
MG University, Kerala**

2010-2012

**Computer Science - Kerala Higher Secondary  
Examination Board (71%)**

2010

**SSLC - Kerala Board of Public Examination -  
60%.**