

# CONTACT

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Placka House,

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Kalady,

Ernakulam Dst.

Kerala

PIN: 683574

## **PERSONAL DETAILS**

Father's Name : Francis P.O

Gender : Female

Marital status : Married

Name of spouse : Sanu M.S

Nationality : Indian

Date of Birth : 20/05/1990

Religion : Christian RC

Pan card No. : AJAPF3234A

## **CAREER OBJECTIVE**

Obtain a challenging position in the medical field and have the opportunity to work with professional, enthusiastic individuals who strive for excellence and growth of a reputable company.

#### **EXPERIENCE**

O Office Administrator

VFPCK SKS Koovappady

2013 - 2023

Assistant Administration Mnager

Lino Group of Companies

2012 - 2013

Hardware and Networking Trainer

NIIT Ravipurapuram 2011 - 2012

Hardware and Networking Trainer

KELTRON REC 2010 - 2011

#### **EDUCATION**

Opposite the Diploma in Computer Engineering

Govt. Polytechnic College, Perumbavoor

2010

Higher Secondary Education

Board of Higher Secondary Examination, Kerala. 2007

#### **CERTIFICATES**

 Medical scribing Transorze solutions 2013

 Computer hardware and networking Keltron REC 2011

## SKILLS

#### HARD SKILL

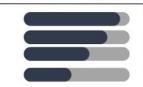
- Anatomical Knowledge
- C, C++, Java, ASP.NET.
- MS Office
- Computer hardware
- Computer networking
- · Typing accuracy
- · Typing speed

#### SOFT SKILL

- Adaptability
- · communication skills
- Good analytical Skill
- · Decision making ability
- · Dedicated to Professional
- Time management

## LANGUAGE

Malayalam English Hindi Tamil



(Native) (Fluent) (Proficient) (Intermediate)

# DECLARATION

I here by declare that all statements made in this resume are true to my knowledge and belief.

DATE : 22/05/2023 PLACE : KALADY

**PRIYA FRANCIS**