



**PRIYA FRANCIS**

## CONTACT

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**Address**  
Placka House,  
Manickamangalam P.O,  
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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

- Office Administrator**  
VFCK 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

- Diploma in Computer Engineering**  
Govt. Polytechnic College, Perumbavoor  
2010
- Higher Secondary Education**  
Board of Higher Secondary Examination, Kerala.  
2007

## CERTIFICATES

- Medical scribing  
Tranorze 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		(Native)
English		(Fluent)
Hindi		(Proficient)
Tamil		(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