# DEVIKA.R



#### Career Objective

Looking Forward to work in an organization which provides me with ample opportunities to enhance my skills, knowledge and to develop my career along with contributing to the growth of the organisation.



#### Educational Qualifications

- Diploma in Hospital Administration at Adi Institute of Management Studies (Jain University) 2023
- Bachelor of Commerce Co-operation at Kerala 2016 - 2019 University
- Diploma in Computerised Financial Management (DCFM) at Infocom (C-DIT) 2021
- Plus Two Commerce at HSS Nedungolam (Kerala State Board) 2016
- S.S.L.C at GHSS Nedungolam (Kerala State Board)

2014

## **□** Computer Knowledge

- Knowledge in Software Installation
- Knowledge in Word Processing



#### Software skills

- SAP
- TALLY
- MS Office Package
- Adobe Photoshop



## 🔔 Personal Info

**DOB** 

12/02/1999

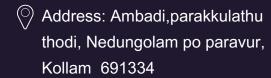
Gender

**Female** 

Marital Status **Nationality** 

Married Indian

## Contact Info





devikadevu9383@gmail.com



9746639754

### Languages Known

**ENGLISH** Read-Write-Speak MALAYALAM Read-Write-Speak

HINDI

Read-Write-Speak



## 🥎 Key Skills

- Interact with People
- Ability to work under pressure
- Good listener and creative thinker
- Good communication skill and Presentation skill
- Sincerity in my work
- Decision making
- Ability to adapt to a fast changing work environment

#### **Declaration:**

I hereby declare that above furnished information is true and correct to the best of my knowledge.