

# 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 University 2016 - 2019
- **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	→	Married
Nationality	→	Indian



## Contact Info

- 📍 Address: Ambadi, parakkulathu thodi, Nedungolam po paravur, Kollam 691334
- ✉️ 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.

Nedungolam

Devika.R