

# THERESA K.J



## OBJECTIVE

Highly motivated and versatile individual with in a variety of settings which has allowed for development and growth as professional in the development field.

## ACADEMIC HISTORY

1) Diploma in Secretaryate Practice  
Government commercial insitute Alappuzha  
(2020)-(2022)


2) BSC Botany  
St. Joseps college for women  
(2017-2020)

3) Higher Secondary  
St. Francis Assisi H.S.S, Arthunkal  
(2015-2017)

4) High school  
St. Francis Assisi H.S.S , Arthunkal  
(2015)

## DOB

11-11-1999

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## ADDRESS

Kambolath(H)  
Arthunkal p.o, cherthala -688530

## PERSONAL DETAILS

Nationality : Indian  
Gender : female  
Marital status : single

## HOBBIES

- Reading books
- listening to music
- watching movies

## COMPUTER SKILLS

- computer basics, internet & Email
- ms office & Tally ERP9

## LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

## EXPERIENCE

- Worked as a coordinator at Tesla Entrance Academy one year
- Business development executive at Nix international six months

## PERSONAL KEY SKILLS

- Leadership
- Good communication
- Customer service
- Problem solving
- Time management