

ALEENA ASOKAN



7909202906

aleenaasokanasokan@gmail.com

MOOLETHARA(H)
EZHUMANATHURUTHU
PO,EZHUMANATHURUTHU,KOTTAYAM

PERSONAL INFORMATION

NATIONALITY - INDIAN
MARITAL STATUS - SINGLE
DATE OF BIRTH -29/08/2000

LANGUAGES

- MALAYALAM ★★★★★
- ENGLISH ★★★★★
- TAMIL ★★★★★

EXPERIENCE

PARAHBRAHMA BUSINESS AND PRIVATE LIMITED

BUSINESS DEVELOPMENT EXECUTIVE+
DATA ENTRY OPERATOR

2022-2023

TO ENHANCE MY PROFESSIONAL SKILLS,CAPABILITIES AND KNOWLEDGE IN AN ORGANIZATION WHICH RECOGNIZES THE VALUE OF HARD WORK AND TRUSTS ME WITH RESPONSIBILITIES AND CHALLENGES

SKILLS

- COMPUTER SKILLS
MS OFFICE (EXCEL,WORD)
- Critical Thinking Skills
- Flexibility
- Communication Skills
- Teamwork
- Organization Skills
- Creativity
- Emotional Intelligence

EDUCATION HISTORY

DIPLOMA IN
HOSPITAL ADMINISTRATION (SDMS CERTIFICATE)
IGNITE SKILL ACADEMY
2023

DIPLOMA IN
COMPUTER OPERATOR AND PROGRAMMING ASSISTANT
ICM COMPUTERS PVT ITI
2020-2021 -88%

GRADUATION IN
BSC. PHYSICS
GOVT.COLLEGE KOTTAYAM
2017-2020 -55%

HSS
SCIENCE
A.J.J.M.G.G.H.S.S THALAYOLAPARAMBU
2015-2017 -70%

SSLC
AYAMKUDY H.S
2015 -80%