



VINEETHA FRANCIS

Pollayil house Chellanam Maruvakkad 📍

vineethafrancis2015@gmail.com @

7909122108, 8943245283 📞

Objective

Capable of working in a committed and dedicated manner under challenging conditions to coordinate and create a working environment of optimum efficiency and positiveness

Experience

July 2015 - Aug
2016

Sun Ads Film Productions

Front Office Executive and Office assistant

Handle Incoming and Outgoing Calls

☒ Prepare Ledger

☒ Document Preparation

☒ Handle Incoming and Outgoing Emails

☒ Handle Computer and Scanner

☒ Greeted and Assisted Visitors

☒ Maintain Office Files and Folders

Sep 2016 - Sep
2018

Well Max Interiors

Front office executive and Office assistant

Handle Incoming and Outgoing Calls

Prepare Ledger

Prepare Bills and Quotation

Office Managing

Prepare Accounts of Projects

28 July 2018 - 28
July 2019

Medical trust hospital

Typist Clerk

Billing

Education

2011-2014

Aquinas College Edakochi

Bsc. Mathematics

50%

2011

GHSS Puthenthode

Plus Two

70%

2009

St. Mary's school Chellanam

SSLC

72%

Skills

Hard working

Time management skill

Flexible

Computer Knowledge

Ms Office

IDCAF(international diploma in accounting and finance)

Internet Awareness

Language

English and Malayalam

Activities

Dance Listening Music Reading books