# **RIYA PETER CP**

**CHEMBAKASSERI HOUSE**

**CHEPPANAM**

**PANANGAD P.O**

**PIN 682506**

**PH:9847560623**

# 

## CURRICULAM VITE

**Objectives**

To Actively contribute to the development and growth of the organization where my analytical skills and practical experience could be utilized to the fullest extent and in the process gaining more knowledge and experience to achieve my career objective.

# **Professional Experience**

1. 3- Months Experience as Office Assistant cum Customer Care in Skilltech Pvt Educational Institute Kochi.
2. 1-Year Experience as Office Assistant & Data Entry Operator (Apprenticeship Training) in Vikram Sarabhai Space Centre (VSSC ISRO TRIVANDRUM)
3. 1- Year Experience as Office Assistant & Data Entry Operator Immaculate Global Solutions Recruitment Agency Kochi.
4. 6-Moonths Experience as Office Assistant & Data Entry Operator Phoenix Aviation Training Acedemy Kochi.
5. Currrently Working as Branch Executive At Kosamattam Finance Ltd. (from the year 2021)

#### Educational Qualification

* DIPLOMA IN COMMERICAL PRACTICE (3 YEAR TECHNICAL BOARD )
* PLUS TWO
* S.S.L.C

#### Computer Knowledge

* Good Knowledge of all Type of Operating Systems
* Skillful in Microsoft Word, Powerpoint and Excel.
* Good Efficiency for Internet Services & Browsing.
* Good Typing Speed.

## Personal Information

Full Name : Riya Peter C P

Gender : Female

Religion : Christain

Age & Date of Birth : 30 Years 16-05-1993

Marital Status : Married

Languages Known : English & Malayalam

Email ID :riyamonikacp@gmail.com

# Permanent Address : Chumalithara House

Cheppanam

Panangad P O

Pin: 682506

Ph: 9847560623 ,9947585539

I hereby declare that the above statements are true and correct in my knowledge.

Date:

Place: Panagad YoursTruly,

Riya Peter C P