



RENJITHA RAMANAN

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**Kalathinkalthara (H)
Sahakarana(R)Vyttila p o
Kochi, Ernakulam
682019**

TECHNICAL SKILLS

- Fundamentals
- Windows
- M S Office
- M S Excel
- Customer Relation
- Communicative Skill
- Teaching

LANGUAGE KNOWN

- Malayalam
- English
- British English

CAREER OBJECTIVE

To work in a firm with a professional work driven environment where i can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

EDUCATION

•B A English Language and Literature
Swamy Saswathanandha college Poothotta
M G University

•12th Commerce Computer Application
Govt. G H S S Ernakulam
Board of Examination Kerala

•10th
C K C G H S Ponnurunny
Board of Examination Kerala

EXPERIENCE

•1 Year Experience in Front office and student
Counsellor at Levinsoft Ernakulam

•6 Month Experience in Front office and Accounts
at Disha Academy Ernakulam

INTER PERSONAL SKILL

- 1.Dedicated, Loyal, Hardworking &Honest
- 2.Truthful, Confident, Determined, Helpful&
oriented
- 3.Ability to cope up with different situations

DECLARATION

I do here by declare that the above information is true to the best of my knowledge