



JUBY SUSAN MATHEW

PROFILE

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills, outgoing reliable professional seeking an entry-level position in the airline industry where my hospitality and customer service skills will be put to good use. I consider my self a responsible and orderly person. I am looking foward for my first work experience.

CONTACT ME

+91 9496442278

jubysusanmathew@gmail.com

VILANGUPARACKAL HOUSE
SOUTH PAMPADY P. O.,
KOTTAYAM
KERALA - 686521

EDUCATION

LBS SUB CENTER PAMPADY

Post Graduate Diploma in Computer Application (PGDCA)
2022 - 23

LBS SUB CENTER PAMPADY

Data Entry and Office Automation English & Malayalam (DEOA)
June 2023 - Nov 2023

ST.MARYS COLLEGE MANARCAD

Bachelor of Science in Physics (BSc Physics)
2016 - 19

PONKUNNAM VARKEY SMARAKA (PVS) GOVT. HIGHER SECONDARY SCHOOL

Plus Two (Bio-Maths)
2016

ST. THOMAS HIGH SCHOOL SOUTH PAMPADY

S.S.L.C
2014

LANGUAGE

Malayalam

English

Hindi

COMPUTER SKILLS

Text processor (Malayalam & English)
Proficient with MS Office & MS Access
Slide presentation.

Basic of

- C++
- C#
- Java
- HTML & PHP
- VB.NET
- SQL

SKILLS

Critical thinking

Problem solving skills

Active Listening

Good communication skills

Ability to remain calm in emergencies or when dealing with difficult passengers

Good hearing and colour vision

ACHIEVEMENTS AND AWARDS

National Cadet Corps B Certificate from Ministry of Defence, Govt. of India