**CURRICULAM VITAE**

**DHANYA P D**

Mobile:9567468806;E-Mail:dhanyapd007@gmail.com

Career Obejective:

To be a part of a progressive firm offering for career advancement and professional growth and which will help me gain sufficient Knowledge.

Work Experience:

Worked as an Office Administrator atMinar Enterprises(Ship Chandlers,W/Island)from 16-11-2011 to 26-12-2013

Worked as an OfficeAdministrator atRamanant Technologies(Computer sales &Service) from 8-1-2014 to 30-12-2014

Worked as an Office Administrator and Tell calling at Bright Global Trading (Kadavanthara) from 05-01-2015 to 30.09.2016

Presently working as an Office Assistant at MAPS /QPMPA, All Kerala Private Hospital and Doctors Association (Revipuram, Perumanoor) from 02-10-2016 .

Education:

Bachelor of Arts (Political Science)-2006-2009 Maharajas College, Ernakulum.

Plus Two (Humanities)- 2004-2006 ST Peters Higher Secondary School,Ernakulum.

S.S.L.C -2003-2004 ST Peters Higher Secondary School ,Ernakulum.

Computers Skills:

Ms Office

Personal Details:

Current Address :Pulimparambil House,

 Dr. AmbedhkkarRoad,Kumbalam Ferry,

 Edakochi-682010,Ernakulam District.

Name : DHANYA P D

Sex : Female

Date of Birth :30/06/1987

Marital Status : Married

Nationality : Indian

Hobbies : Listening Music and Watching Hindi Cinema

Permanent Address : Pulimparambil House,

 Dr. AmbedhkkarRoad,Kumbalam Ferry,

 Edakochi-682010,Ernakulam District.

Phone No :9567468806(Kerala)

Languages:

* Malayalam : Mother tongue
* Hindi : Read,Write,Speak
* English : Read,Write,Speak

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

 **DHANYA P D**