



## **RESUME**

**SAJANA P.S.**

POTTATH HOUSE THIRUVANKULAM

P.O.

ERNAKULAM

PIN-682305, Mob: 7561035304,9446853974 ,9961225598

## **CAREER OBJECTIVE**

Seeking a challenging career in a reputed organization where my acquired knowledge and skills can be utilized, and to gain further knowledge and skills.

## **ACADEMIC QUALIFICATION**

<b>Course</b>	<b>Institution</b>	<b>Year of completion</b>	<b>Board/University</b>	<b>Percentage of Marks</b>
B.Com Co-operation	NSS College Tripunithura	2017	M.G. University	68%
XII Bio Maths	SreeNarayana Public School Poothotta	2014	Central Board of Secondary Education	58%
X	SreeNarayana Public School Poothotta	2012	Central Board of Secondary Education	76%

## **VOCATIONAL COURSE**

- Certificate Course in Retail Sales from ICICI Academy for skills, Kochi
- Life skills
- Basic Computers
- Customer service
- Etiquette and grooming
- Basic English & communication skills
- Retail sales

## **MEDICAL CODING**

**course completed preparing for CPC examination**

# **Internship at medical records Lakeshore hospital**

## **TECHNICAL QUALIFICATION**

- Computer Word processing lower KGTE June 2016
- Typewriting English lower KGTE June 2016

## **EXPERIENCE**

1. Works at dent care dental lab 6 months
2. Data entry Operator naval base 1 year (2017-18)
3. Associate Data entry operator EXL Kochi 1 year(2022-23) US healthcare Atena Insurance -Contract
4. Work as Data entry operator at KV NO2 kochi school Naval Base (Hindi typing)-Contract

## **PERSONAL SKILLS**

- Dedicated
- Adaptable
- Responsible
- Team player
- Goal oriented

## **LANGUAGES KNOWN**

- English
- Malayalam

## **HOBBIES**

- Listening to music
- Cooking
- Singing

## **EXTRA CURRICULAR ACTIVITIES**

- Participated in many arts and sports programmes

## **ACHIEVEMENTS**

- Got many prizes in arts and sports

## **PERSONAL DETAILS**

Name	:	<b>Sajana P.S.</b>
Date of Birth	:	26-12-1996
Religion/Caste	:	Christian/Jacobite
Father's Name	:	Sabu P.Y.
Mother's Name	:	T.K. Jancy
Husband's Name	:	Basil Joy
Sex	:	Female
Marital status	:	Married

Nationality : Indian

**DECLARATION**

I hereby declare that the above given information are true and correct to the best of my knowledge and belief.

Place:

**B. SAJANA P.S.**

Date: