



# RIYA T J

Seeking for a responsible and challenging opportunity in an organization where I can learn new skills, maximize my skills, expand my knowledge and learnings.



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## COMPUTER SKILLS

- **MS office**  
(Word, Excel, Power point)
- **Tally**

## SKILLS

- Creativity
- Problem solving
- Communication skill
- Time management

## EDUCATION

- **Bachelor of Business Administration**  
Seth Ram Bahadur Singh Gujarati College,  
Mattancherry  
2020 – 2023
- **Plus Two**  
Commerce  
Govt. Higher Secondary School Puthenthode  
2018 – 2020
- **SSLC**  
Govt. Higher Secondary School Puthenthode  
2018

## LANGUAGE

- Malayalam
- English

## DECLARATION

I hereby declare that all the information provided above is accurate to the best of my knowledge.