

## CONTACT

## SILPA PADMAKSHAN

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## OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

## EXPERIENCE

- 20/11/2021 - 02/08/2022
  - **Data Entry Officer**  
Akshaya center K S Mangalam
- 05/01/2023 - 04/01/2024
  - **Computer Operator and Front Office Assistant (Apprenticeship)**  
Maravanthuruthu Gramapanchayathu

## EDUCATION

- 2021
  - **ICM Computers Private ITI/NCVT**  
Computer Operator And Programming Assistant  
82%
- 2020
  - **D B College Thalayolaparambu /MG University**  
B A Political Science  
61%
- 2017
  - **Government H S S T V Puram/Kerala Board**  
Humanities /PlusTwo  
72%
- 2015
  - **Government H S S K S Mangalam /Kerala Board**  
General /SSLC  
56%

## SKILLS

- MS Word
- MS Excel
- M S PowerPoint
- English Typing
- JavaScript
- HTML
- Excel VBA

## LANGUAGES

- Malayalam, English

## STRENGTHS

- Leadership, Punctuality, Selfmotivated, Hardworking

## DECLARATION

- I hereby declare that the statements mentioned above are true and correct to the best of my knowledge and belief.