



MEENU PAULY P

SUMMARY

To be part of a leading organisation to enhance my skills and strengths through active engagement within the professional community. This, I believe, will have exponential benefits to furthering my capabilities and help contributing to the organisation's success achieved through proper channelizing and effective application.

EDUCATION

BCA	St. Xavier's College For Women, Aluva MG University	2008-2011
Plus Two (Bio - Maths)	St. Mary's CGHSS, Ernakulam Kerala State Board	2006-2008
SSLC	CKCGHS Ponnurunni, Ernakulam Kerala State Board	2006

WORK EXPERIENCE

NGS Insurance & Investment	Feb 2023 - Present
Office Assistant	
<ul style="list-style-type: none">• Online Services• Accounts	
Yes bank Personal loan (part time)	Jan 2022 - Dec 2022
Office Assistant	
Hi-tech speed solutions	JUN 2019 - MAR 2020
Associate-Tagging	
Turrino Advertisement Pvt. Ltd.	MAY 2015 - JUN 2016
Front office administrator	
Star Health insurance (Part Time)	NOV 2014 - MAY 2015
Office Staff	

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and belief.

MEENU PAULY P

✉ meenusenan7@gmail.com

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PERSONAL DETAILS

- Fathers Name : Pauly P D
- Gender : Female
- DOB : 24-07-1990
- Marital Status : Married
- Address : Mackey House,
Royal Lane,
Kadavanthara P O,
Kochi - 682020
- Nationality : Indian

SKILLS

- Technical skills in programs such as
- * Microsoft Word
- * Excel
- * Power Point

LANGUAGE

- Malayalam
- English
- Hindi