

## NANCY N.G



### CONTACT

📍 Neduveliparambu (H)  
Karukapilly -pottakuzy road  
Elamakkara po  
Kochi-26  
☎ +91-7558821848  
@ nancygeorge419@gmail.com

### PERSONAL DETAILS

Date of Birth : 12/06/1994  
Nationality : Indian

### SKILLS

Team work, Multitasking, Problem solver, Good convincing power

### LANGUAGES

Malayalam, English, Hindi.

### INTERESTS

Watching TV, Dancing, Listening music

### ACHIEVEMENTS & AWARDS

Athletic winner in 4x100 mtr Relay In District sports at 2008.

Winner in 100,200mtr race & 4x100 mtr relay in sub-district sports.

### OBJECTIVE

A detailed oriented person with certification program in H A. Excellent in identifying the need of the organisation. Excellent in understanding and analysing the human behavior and proficient in coordinating with the people.

### EXPERIENCE

#### Office Assistant ( 2015 - 2020 )

ICICI BANK Regional Processing Center,Edappally -  
(Outsource staff by JRSCA consultanting& Advisory pvt ltd)  
**Handled,**  
Front desk management  
Scanning documents  
Data entry of documents  
Courier management  
Inwarding and outwarding clearing cheque

### EDUCATION

#### Bachelor of Commerce

Vidhyanikethan College,Ernakulam -2016  
MG University

#### Higher Secondary (Commerce Maths)

Govt.Higher Secondary School, Elamakkara -2011

#### Secondary School

L.M.C.C HSG, PACHALAM - 2009

### CERTIFICATION

Certification program in hospital administration (TUV- SUD) -2023  
international school of skill development (ISSD )

### ADDITIONAL QUALIFICATION

#### Diploma in computer application (DCA)

Rutronix -kaloor

#### Certified accounting professional (TUV-SUD)

### REFERENCE

#### Prejeesha p -

Assistant Manager  
ICICI Bank Regional processing center, Edappally  
Ph- 9846358885

