

CURRICULAM VITAE

SHIYA PS

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Kerala

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CAREER ASPIRATION

To be a part of company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize knowledge and skills

ACADEMIC QUALIFICATIONS

COURSE	INSTITUTION	AGGREGATE	YEAR
B.Voc Software Development	St. Teresa's College	6.90 CCPA	2022
Diploma in computer application	Kerala state RUTRONICS	65.8%	2019

WORK EXPERIENCE

- **Salary Service Assistant for Federal Bank under Quess Agency(Oct 2022 to Nov 2023)**
 - Worked in Aster medicity for salary account opening
 - Handled queries with respect to salary account and banking details
 - Helping customers and clients with enquiries, providing information.
 - Assisting with customer complaints and problems.

SKILLS

- Ability to work in any environment
- Willingness to upgrade skills and knowledge
- Focus & Prioritization
- Good organization skills
- Technical Skills: MS Office (Word, Excel, Powerpoint)

PERSONAL DETAILS

Date of Birth : 11/07/2000
Gender : Female
Nationality : Indian
Religion : Hindu
Marital Status : Married
Languages Known : Malayalam, English

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Date:
Place: Kollam

Signature
Shiya