



## Ashly Joy E J

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### Address for Communication: -

Kandoth House Aroor P O Cherthala  
Alappuzha Pin-688534

### Permanent Address: -

Kandoth House Aroor P O Cherthala  
Alappuzha Pin-688534

### Personal Data:-

Date of Birth : 29/07/1998  
Age : 26  
Gender : Female  
Nationality : Indian  
Marital Status : Single  
Mother Tongue : Malayalam  
Cast : Christain/Lc

### Linguistic Ability:-

English, Malayalam

### Objectives:

To obtain an efficient and objective oriented performance with optimum satisfaction. To enable a greater sense of achievement and better prospects. Wish to work with a well known company for service.

### Strength:

Highly Promising, Sincere, Ambitious , Hardworking  
and Self motivated

### Education:

- B.com with Computer Application 2017-2020
- VHSE (Office Secretary ship) 2016 March
- SSLC (Kerala Government) 2014 March

### Technical Skills:

- Operating Systems: TALLY ERP9, MS office.
- Proficient in: MS office, Excel, Word , Power point

### Working Experience

- One year experience VHSE apprentice from 2016-2017

### DECLARATION:

I here certify that the above mentioned statements are correct & true to the best of my knowledge and belief.

Place:Aroor

Date:

Ashly Joy E J