



Mary Shelji K J

OFFICE ADMIN

Personal Profile

Kalathara House, Thrikkakara P O Thoppil,
Edappally
Ernakulam , 682021
India
9061642087
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NATIONALITY

Indian

PLACE OF BIRTH

Mattancherry

Skills

Communication Skills

Ability to Work Under Pressure

Fast Learner

Effective Time Management

Proficient in Ms Office and Excel

Hobbies

Reading books, Traveling

Languages

Malayalam

English

Tamil

Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Employment History

Office Admin, Darc1 Fitness , ERNAKULAM

08/2022 - 07/2023

Dealing with Banking & Cheque related work, Interact with clients direct or phone, e-mail

Computer operator , PC Thomas classes , Thrissur

06/2019 - 04/2020

OMR paper valuation & mark publishing, conduct online exam and monitoring.

Office Assistant , Muble Solutions Pvt Ltd , ERNAKULAM

11/2016 - 11/2017

Customer handling, verification & documentation, Generating new sales lead to achieve and exceed monthly sales goal

Education

B A History , St Joseph's College for women , Alappuzha

07/2013 - 04/2016

Plus Two, St Francis Assisi H S S, Arthunkal

06/2011 - 04/2013

SSLC, St Mary's Girls High School, Cherthala

06/2010 - 04/2011

Courses

Courier and Logistics , DDUGKY

08/2016 - 10/2016

DTP, St. Joseph's College, Alappuzha

01/2016 - 03/2016

Extra-Circular Activities

National Service Scheme , St Joseph's College Alappuzha , Alappuzha

07/2013 - 04/2016

NSS volunteer in college