





Mary Sibilia Joseph

Maliyekkal House, Thrikkapuram, Kottuvally
Ernakulam - 683519
Kerala

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 91.8136881452



About Me

I am ambitious and driven. I thrive on challenge constantly set goals for my self.

Motivated Business Management Graduate with a strong background in providing administrative support in fast-paced environments. Proven ability to handle a wide range of tasks, including document preparation, data entry, and scheduling. Exceptional organizational and time management skills, resulting in efficient office operations. Excellent written and verbal communication skills, with the ability to interact effectively with individuals across all levels of an organization. Proficient in MS Office suite, with a strong attention to detail.

Education

• SSLC

L. M. C. C. H. S. G
State Board
Cochin, Kerala
Completed, March 2015
Marks 75 %

• 12th (HSE), Commerce

Easobhavan College
State Board
Cochin, Kerala
Completed, March 2017
Marks 61 %

• Bachelor of Business Administration, Business Administration

SNGIST Arts and Science College
Mahatma Gandhi University
Cochin, Kerala
Graduated, April 2021
Marks 68 %

• Master of Business Administration, Business Administration

Depaul Institute of Science and Technology
Mahatma Gandhi University
Angamali, Kerala
Pursuing, August 2024

Skills

- 1: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- 2: Excellent time management and organizational skills
- 3: Strong attention to detail and ability to multitask
- 4: Experience with scheduling appointments and managing calendars
- 5: Excellent written and verbal communication skills
- 6: Ability to maintain confidentiality and handle sensitive information appropriately
- 7: Skilled in data entry and maintaining accurate records
- 8: Customer service-oriented with the ability to handle inquiries and resolve issues

Computer Proficiency

Operating Systems

- Windows ●●●●

Software

- Microsoft Office ●●●●
- MS WORD
- MS EXCEL
- MS POWERPOINT

Languages

- Malayalam ●●●●
- English ●●●●

Personal Interests

- Cooking
- Gardening
- Listening to music
- Watching TV

Personal Details

- Birthday: • 29/11/1999
- Gender: • Female

- Marital Status: • Married
- Nationality: • Indian

Address Details

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