



SIYA GEORGE

Office Administration

siyageorge99@gmail.com

+971 558676071, 9447655458

KODAVARAKKARAN HOUSE, THRISSUR, INDIA

Passport Number :X9526686

EDUCATION

B COM

IGNOU

THRISUR

DIPLOMA IN COMMERCIAL PRACTICE

GOVERNMENT WOMEN'S POLYTECHNIC COLLEGE

THRISUR

SSLC

CJMAHSS VARANDARAPPILLY, THRISSUR

THRISUR

WORK EXPERIENCE

PROJECT ASSISTANT

THRIKKUR GRAMA PANCHAYAT, THRISSUR

1.5 YEAR

Aadhaar Enrolment Operator

Akshaya Centre Karuvappady, Thrissur

1 YEAR

Apprenticeship

VIKRAM SARABHAI SPACE CENTRE
(VSSC/ISRO), Thiruvananthapuram

1 YEAR

SKILLS

Typewriting English (55WPM)

Word Processing

Computerised Accounting (Tally)

Shorthand English (120 WPM)

Typewriting Malayalam (45WPM)

Shorthand Malayalam (50WPM)

PERSONAL PROJECT

Industrial Training (10 Days) at Alagappa Textiles (Cochin) Mills, Amballur, Thrissur

CERTIFICATES

Selected to State Level Energy Conservation Program for Power point Presentation from Kozhikode

LANGUAGES

Malayalam

Full Professional Proficiency

English

Full Professional Proficiency