



Meenakshi Madhu

PERSONAL DETAILS

Current Location Kochi
Date of Birth March 27, 2003
Female

GET IN TOUCH!

Mobile:

+91-7558824926

Email:

meenakshimn2003@gmail.com

SKILLS

- Data Entry
- MS Office
- English Language
- Transcription
- Written and Oral Communication
- Proof Reading
- Translation

LANGUAGES KNOWN

English (Both)
Malayalam (Both)
Hindi (Both)

EDUCATION

Graduation

Course B.A (English)
College Chinmaya College of Arts Commerce and Science, Ernakulam

Schooling

	Class XII	Class X
Board Name	CBSE	CBSE
Medium	English	English
Year of Passing	2021	2019
Score	75%	85%

INTERNSHIPS

Blacksof | June 2023 - May 2024

- Experience working as a transcription intern at the organisation Blacksof. Experience in proofreading and analysing transcripts.

AWARDS AND HONOR

- University Union Councillor of Mahatma Gandhi University (2022)
- Shastra Science Exhibition Winner(2016)