

SWETHA V JAMES

Vanchithottil(H) Rubber Board PO Kottayam, Pin:686009
8156909904 | Swetharahel10@gmail.com



SKILLS

- Strong decision maker
- Time Management
- Innovative
- Responsible
- Service focused
- Good Communication Skills
- Critical Thinking
- Smart Work
- Problem Solving Skills

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

PERSONAL DETAILS

Date of Birth : 08/09/2002

Marital Status : Single

Sex : Female

Father : James V S

Mother : Gracy James

Nationality : Indian

State : Kerala

District : Kottayam

EDUCATION

General Duty Assistant, NSQF - Level 4

CIAS College Skill Training Center Thiruvalla

Gov Boys HSS Puthuppally

2020

HSE

62%

MTSHSS Kottayam

2018

SSLC

81%

BASIC COMPUTER KNOWLEDGE

• MS Word

• MS Excel

EXPERIENCE

• Training - Calling Bell Geriatric Medical Center, Karukutty, Ernakulam

General Duty Assistant (GDA)

04/01/2024 - 04//02/2024

LANGUAGES PROFICIENCY

• Malayalam : Write, Read, Speak

• English : Write, Read, Speak

• **Hindi** : Write, Read

• **Tamil** : Speak

PERSONAL SKILLS

• Writing

• Drawing

PLACE :

Puthuppally

DATE :

16/03/2024

SIGNATURE : SWETHA V JAMES

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