**CURRICULAM VITA**

**DIVYA**

**DIVYA.289857@2freemail.com**

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| **Career Objective** |

To work for an esteemed organization holding a responsible position enabling career growth and ensuring credible performance within the framework set forward by the company. Seeking a Mid-level Position with an opportunity for professional challenges and intend to build a career with a Leading Corporate with committed and dedicated people. Willing to work as a team player in a challenging and creative Environment.

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| **Work Experience** |

1. Misbahul Huda Arts and science College (**Administration officer**)-3 year
2. Consim info pvt Ltd (**Administration Executive**)-1 year
3. Royal bank of Scotland (**compliance officer**)-6 months

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| **Educational Qualifications** |

* MBA (Finance+information System management ), From SRM University, Chennai (2008-10) (CGPA 8.289)
* PG Diploma in Public Relations management 2010 Madurai Kamaraj University (69%)
* BSc (Computer science) from University of Calicut, Kerala in Jun 2007. (74%)
* 12th Kerala State Board in Jun 2004 (61%)
* 10th Kerala State Board in Jun 2002 (75%)

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| **Technical skills** |

* Experienced in Windows 98, Windows XP, and Windows 8.
* Office Applications : MS-Word, MS- Excel, Ms-PowerPoint, Ms-Outlook and using internet for research & official communication
* Basic knowledge about C, C++, VB, VB.Net, Asp.Net, VF, BASIC, HTML, Having basic knowledge in Tally ERP 9

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| **Personal Skills** |

* Self-motivated and have high energy level.
* Believe in teamwork, willingness to learn and hard working.
* Dynamic analytical and maintenance skills.

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| **Personal Profile** |

Marital Status : Married

Nationality : Indian

Date of Birth : 28 Aug 1986

Languages Known **:** English, Hindi and Malayalam

Current Location : Dubai