**DETAILED RESUME:**

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**Name :** SUCHITRA

[SUCHITRA.344920@2freemail.com](mailto:SUCHITRA.344920@2freemail.com)

**CAREER OBJECTIVE:**

Hard working and ambitious, I have always strived for the best, considering my experience, ideas and talent, I would like to be a part of the organization and put in my best efforts for the overall growth of the organization.

**PERSONAL SKILL:**

* Innovative in performing any responsibility.
* Ability in learning new things in short period.
* Hard Working, Honesty, Confident, Enthusiastic, Creativity and determined.
* Having experience for Leadership & ability to work with a team.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.L. No.** | **Examination Passed** | **Year of**  **Passing** | **Board / University** | **School / Collage** |
| 1. | S.S.L.C + 2 |  |  |  |

**TECHNICAL PROFICIENCY:**

* **Successfully completed the training Programmed MS Dos, Windows, Excel, Power Point,**

**Web designing from TATA Infotec Education in Kerala (India)**

* **Diploma in Fire & Safety Engineering from NIFE Institution on 2009 to 2010.**

**PERSONAL PROFILE:**

* **Date of Birth :** 24th May 1989
* **Gender :** Male
* **Marital Status :** Unmarried
* **Nationality :** Indian
* **Religion :** Hindu
* **Language Known :** English, Hindi, Malayalam & Kannada
* **Date of Issue & Expiry** : 9/06/2009 & 8/06/2019

**WORK EXPERIENCE:**

**:**

**KARTHIKA HOTEL**

* **Work duration:** April 2007 – March 2008.
* **Designation:** Waiter

**Job responsibilities:**

* I looked after order execution, customer dealing, billing etc

**ABELA & CO LLc (UAE)**

* **Work duration: Dec 2011 to July 2015.**
* **Back Office – Store Helper**

**Job Responsibilities:-**

* Look after store related all works.
* Order, Receiving, Stock checking etc.

**Extra Activities:**

* Making friends& introduction with people.
* Traveling& Listing Music.

I hereby declare that the statements are made in this application are true, complete and correct to be best of my knowledge and belief. If any particulars of information are given above being found false or incorrect then my candidature is liable to be rejected.