RESUME

 **Blessy**

**Blessy.349386@2freemail.com**

CAREER OBJECTIVE

My ambition is to work in a professional atmosphere, seeking a career where

I can utilize my expertise and knowledge with an opportunity for growth and

advancement. I would love to work for an organization where my abilities are considered worth making a difference.

 PERSONAL INFORMATION

 Date of birth : 11, NOV, 1990

 Nationality : Indian

 Marital status : Married

 Visa : On Husband Visa .

ACADEMIC PROFILE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DEGREE/CERTIFICATE | QUALIFICATION | BOARD /UNIVERSITY | YEAR | %/GPA |
| POST GRADUATE | MASTER OF COMPUTER APPLICATIONS(MCA) | UNITVERCITY OF CALICUT | 2014 | 79% |
| DEGREE | ELECTRONICS | UNITVERCITY OF CALICUT | 2011 | 82% |
| PLUS TWO | HIGHER SECONDARY | KERALA GOV BOARD EXAM | 2008 | 84% |
| SSLC | SECONDARY SCHOOL | KERALA GOV BOARD EXAM | 2006 | 88% |

 WORK EXPERIENCE:

June 2015 till now- Atex International, Business Bay Dubai, U.A.E.

 Position: Data Encoder

* Searching for and retrieving information from paper-based sources, the internet, social media and online database.
* Analysing data using VBA.
* Entering data into Pipedrive Cloud platform.
* Making sure that agreed project deadlines are met.

Oct 2014 to March 2015 –Celebration Events, Thrissur, Kerala.

Position: Admin & Finance Coordinator

* Using a variety of application packages such as Microsoft Word,

Outlook, PowerPoint, & Excel to produce correspondence, documents

and maintain presentations, records, spreadsheets and daily report.

* Record expenses & receivables for company daily events.
* Responsible for managing company documents while also ensuring

their accuracy, quality and confidentiality.

* Filing, Faxing & attending phone calls.
* Coordinate with various departments in relate to each events.

SKILLS

Programming Language : C, C++, Java, .net

Graphical User Interface : Visual Basic

Application packages : MS Office, Excel, Word, & Html, Macro

LANGUAGES KNOWN : Fluent in English, Hindi & Malayalam.

HOBBIES : Reading books & Listening Music

PERSONAL SKILLS

Open to learning and challenges.

Time Management

Problem solving skills

REFERENCES

 Available on request.