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| **sunu.jpg****SUNU** **Email :** **SUNU.353885@2freemail.com****Languages Known:** **English, Hindi & Malayalam** **Personal Details** **Date of Birth : 27.07.1994** **Gender : Female** **Marital Status : Unmarried** **Religion : Christian** **Nationality : Indian****Passport Details** **Date of Issue : 22.04.2016** **Date of Expiry : 21.04.2026** **Place of Issue : Cochin** | ***RESUME******Career Profile***  *To build a career in human resource in a leading organization that utilizes my skills and there by contributing to the growth of the organization and myself.****Academic Record***

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| **Qualification** | **Institution** | **University/****Board**  | **Year of Pass** | **Marks** |
| **BA English Language & Literature with Journalism** | **Baselios Poulose II Catholicos College,Piravom, Ernakulam** | **Mahatma Gandhi University** | **2015** | **70%** |
| **Class – XII** | **Kendriya Vidyalaya, NTPC, Cheppad, CBSE** | **CBSE** | **2012** | **65%** |
| **Class – X** | **Kendriya, Vidyalaya, NTPC, Cheppad, CBSE** | **CBSE** | **2010** | **84%** |

***Currently Pursuing*** * M.A. English Literature from IGNOU, Delhi by correspondence.
* Company Secretary from ICSI, Delhi by correspondence.
* Certificate course in Arabic language from IGNOU Delhi by correspondence.

***Certifications**** Diploma in Office Automation from MICE

 ***Key Skills**** Goal – oriented, enthusiastic and passionate.
* Open minded and highly adaptable to new innovation.
* Promptness and dedication to work.
* Excellent communication and interpersonal skills.

 ***Internship*** * Completed 21 days of internship at The New Indian Express Daily, Thiruvananthapuram

 ***Co- Curricular Activities**** Vice chairperson of 2014 College Union Cabinet of BPC college, Piravom, Ernakulam.
* Assistant editor of my college Newspaper, “KAZHCHA”

***Achievements*** * Won 1st prize for Hindi poetry writing at college level.
* Won IInd prize for English recitation at college level.

***Declaration*** I’m presently in visiting visa at Sharjah for one month.I Sunu hereby declare that the above said the details are true to the best of my knowledge and beliefs. |
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