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| **sunu.jpg**  **SUNU**  **Email :** [**SUNU.353885@2freemail.com**](mailto: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***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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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