**GEETHISRY**

**GEETHISRY.359802@2freemail.com**

***Career Objective***

To associate with in a dynamic organization, where I can put forth my abilities and knowledge

towards the growth of the organization as well as my career.

***Academic Qualifications***

* **MSc in PHYSICS with 73% of marks from Kannur university, Kerala (2013-2015)**
* **BSc in PHYSICS with 84% of Marks from Kannur University, Kerala (2010-2013)**
* **Plus Two with 80% of marks Under Kerala State Board (2008-2010)**
* **SSLC with 92% of marks Under Kerala State Board (March, 2008)**

***Career Profile***

* OFFICE ADMINISTRATOR AT KOOLIKKAD GENARAL TRADING CO KANHANGAD,KASARAGOD(2016 MAY to 2017 JAN)
* Provided comprehensive administrative support to Foundation managers and staff
* Greeted visitors and answered busy multi-line phone system
* Participation in team meetings and preparing reports.

.***Academic Project:***

* Synthesis of carbon nanotubes from IISER Trivandrum(Indian Institute of Science Education and Research)
* Optical switches

***Software Proficiency***

* + Computer languages such as C++,C,VB 6.0,FORTRAN
	+ Good Excel knowledge
* Proficient in Windows Operating system
* Expertise in Microsoft software packages such as Word, PowerPoint, and Excel etc.
* DBMS packages MYSQL Server
* Also able to handle general software
* Internet Knowledge

***Strength & Qualities***

* Confident communication
* Good Presentation Skill
* Team worker and Cooperative
* Ability to learn and adapt.
* Good Interpersonal skills
* ***Language Expertise*** in English, Malayalam & Hindi.

***Personal Information***

Nationality: Indian

Date of Birth: 13-07-1992

Marital status: Married

***Declaration***

I hereby declare that information furnished above is true to the best of my knowledge and belief.