

**GEETHU**

**GEETHU.361443@2freemail.com**



**Career Objective**

Seeking a position to utilize my skills and abilities in your firm that offers professional growth while being resourceful, innovative & flexible.

**Roles and Responsibilities**

* Typing documents & distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Faxing, Printing, Photocopying, Filing & Scanning works.
* Monitoring inventory, office stock & ordering supplies as necessary.
* Hard & Soft filing.

**Economic Key Skills**

* Ability to provide accurate forecast.
* Practical Exposure in Financial management and Business statistics.
* Extensive knowledge of Economic theory and financial markets.
* Have excellent analytical skills so as to draw reasonable conclusions.

**Personal Traits**

* Willing to take and manage responsibilities.
* Good communication & interpersonal skills.
* Good ability to handle pressure.
* Highly co-operative responsible and team player.
* Quickly adaptable to any situation

**IT Skills**

* Proficiency in Microsoft Windows Operating System.
* Hands of Experience in Microsoft Word, Excel and PowerPoint
* To encourage repeat business by networking with current clients and their colleagues.



**Personal Information**



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| Gender | : | Female |
| Date of Birth | : | 21/10/1991 |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Languages known | : English, Hindi, Malayalam & Tamil |
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**Educational Qualifications:**

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|  | **Examinations** | **Board/University** | **Year of pass** |  |
|  | **SSLC** | **Board of Public Examination** | **2007** |  |
|  |  |  |  |  |
|  | **PLUSTWO** | **Board of Higher Secondary** | **2009** |  |
|  | **Examination (Science)** |  |
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|  |  |  |  |  |
|  | **Graduation** | **University of Kerala (BSc** | **2012** |  |
|  | **Chemistry)** |  |
|  |  |  |  |
|  | **CDECO** | **C-DIT (Certificate in Data Entry &** | **2013** |  |
|  | **console Operation** |  |
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|  |  |  |  |  |
| **Declaration** |  |  |  |

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

