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|  **JETHU** **03****Email:****JETHU**.361532@2freemail.com Personal Profile:*Gender:***Female***Date of Birth:***27th July 1993***Nationality*:**Indian***Passport no:**Date of Expiry:***25/09/2026***Visa Status:***Visit Visa***Languages Known:***English, Hindi****Malayalam and Tamil** | CURRICULAM VITAEObjective* To contribute a reputed organization offering excellent working environment.

Work Experience1. **Hi-tech Diagnostic Centre, Cochin, Kerala, India**

* Over 1 year’s data entry and administrative experience
* Typing Speed 60WPM
* Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier
* In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel)
* Proven record of using honesty and discretion when handling business information
* Demonstrated ability to use office equipment with a high degree of accuracy and efficiency

Academic Profile

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| **Name of  Course** | **Name of Institution / College** | **Board /University** | **Year** |
| Diploma in computer application | V-Tech computer education center Kozhencherry, India  | Board of examination of bharat sevak samaj information technology mission | 2015 |
| Diploma in Computer Engineering | Govt. Polytechnic College, Vennikulam India | Govt. of kerala department of technical education  | 2014 |
| Plus Two | SNDP HSS Karamvely, India | Higher Secondary Examination | 2011 |
| SSLC | SNDP HS Edappariyaram, India | Board of Public Examination | 2009 |

Computer ProficiencyDiploma in computer application (DCA) Microsoft Word, Excel, Power Point, Photoshop, C, PHP, HTML & Internet DeclarationWould be very much pleased to attend the preliminary interview as I am confident that my qualification and experience will meet your Requirement for the job criteria. The above information is true to the best of my knowledge and belief. Sharjah (Jethu) |