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| **JETHU**  **03**  **Email:**  [**JETHU**.361532@2freemail.com](mailto: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 VITAE  Objective   * To contribute a reputed organization offering excellent working environment.   Work Experience   1. **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   |  |  |  |  | | --- | --- | --- | --- | | **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 Proficiency  Diploma in computer application (DCA) Microsoft Word, Excel, Power Point, Photoshop, C, PHP, HTML & Internet  Declaration  Would 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) |