**SMITHA**

E-mail: [smitha.369889@2freemail.com](mailto:smitha.369889@2freemail.com)

**SUMMARY**

Seeking a suitable position to utilize my skills and abilities that offer ample scope for personal and professional progression & to contribute towards the quantitative and qualitative enhancement of the organization.

**WORK EXPERIENCE**

**ADMINITRATION-IN-CHARGE – PADMA PHARMACEUTICALS** Near Pazhavangaadi, Alappuzha Period from 2002 to 2009.

**ERVICE OPERATION EXECUTIVE (ADMINISTRATION-IN-CHARGE)-MAX LIFE INSURANCE CO LTD** Pulimoottil Trade Center, Mullackal, Alappuzha Period from 2009-2014

**CENTER HEAD (ADMINISTRATION-IN-CHARGE) CUM COUNSELLOR, Plus Teaching Spoken English and IELTS- MANJOORANS IELTS ACADEMY   
PVT LTD** Ratna Arcade, Mullackal, Alappuzha

Presently Working from 2014 till date   
(Reference number & e-mail ID can be provided if needed)

**PERSONAL DETAILS**

Name - SMITHA

Date of Birth - 15.11.1977

Gender - Female

Marital Status - Married

Nationality - Indian

Language Known - English, Hindi, Malayalam

Computer Skills - MS Office

Driving License No - 4/270/2013

**EDUCATION**

**BA LITERATURE**

**PRE-DEGREE**

**TENTH**

**DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars