 Email-krishna.374740@2freemail.com

Krishna

 NCVT CERTIFICATE IN INFORMATION TECHNOLOGY 

 CAREER OBJECTIVE

Committed and motivated office assistant with exceptional

customer service and decision making skills. Strong work ethic , professional demeanor and great initiative. Proficient at quickly learning new procedures and talking ownership of diverse project.

 HIGHLIGHTS



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| --- | --- |
| Typing and Transcription | Highly Organized and Efficient |
| Reception area Management | Supervising and Coordinating |
| Public Relation and Marketing | Proven Leadership Skill and ability to |
|  | motive |



 TECHNICAL SKILL

 Microsoft Office ( MS Word, Excel, Power Point, Internet etc)

 Adobe Creative Suite (Photoshop cc, Lightroom,illustratore)

 Photography(Conon series DSLR)

 Event Planning and Design

 EDUCATION

 SSLC from Govt. Educational Board Kerala ,India.

 Higher secondary from Govt. Educational Board Kerala ,India

 NCVT course in INFORMATION AND COMMUNICATION TECHNOLOGY (Certificate No . CHN-00641754)

EXPERIENCE

Worked as a Office staff/ Clerk at V.K ROCKS PVTLTD in Kottarakkara,Kerala, India.

Currently working as Supervisor in DEMINDS EVENTER Kollam,Kerala ,India