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| **Personal Information:**  Date of Birth:  8nd November 1984  Gender: Female  **Linguistic Skills**: Malayalam, English, Hindi, Tamil  **Nationality**: Indian  **Marital Status**: Married  **Email ID:** | **PROFILE**  A self-motivated and a hard working person with experience in Administration and Client relationship. Has an ability to get into a team and can assume or follow leadership. Open to productive criticism and believe there is always room for improvement. Good problem solving and analytical skills and an effective communicator.  **Professional Experience**  ****TEACHING  From October 2007 to December 2008  14 Months Senior secondary Teaching Experience at Lisieux  English School , Kerala  ****ADMIN EXECUTIVE CUM ACCOUNTING  From July2009 to June 2011  Vaikom Taluk Motor Co-operative Society Ltd.  Kaduthuruthy, India  ****CLIENT RELATIONSHIP  From June 2011 to March 2015  3 Years 10 Months Client relationship Experience at Brilliant  Study Centre, Pala , Kerala  **Additional Qualifications**   * Computer knowledge – C and C++ as part of curriculum. * Knowledge in basic computer applications including MS-Office, Tally ERP 9   **Extra-curricular Activities & Achievements**   * Active member in College Oratory Club and Poetry club   **Hobbies & Interest**   * Reading books * Listening to music |

**Academic Details**

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| **COURSE STUDIED & YEAR** | **SCHOOL/ COLLEGE OF STUDY** | **BOARD/ UNIVERSITY** | **MARKS SECURED** | **CLASS/ RANK** |
| **Master of Science(Physics with Electronics)**  **(2005-2007)** | Deva Matha College, Kuravilangadu | Mahatma Gandhi University, Kottayam | 72.0 % | FIRST CLASS |
| **Bachelor of Science (Physics)**  **(2002-2005)** | Deva Matha College, Kuravilangadu | Mahatma Gandhi University, Kottayam | 71.0 % | FIRST CLASS |
| **Higher Secondary**  **(Plus Two)**  **(2000-2002)** | St. Michael’s Higher Secondary School,  Kaduthuruthy | Board Of Higher Sec. Education, Kerala | 69.4 % | FIRST CLASS |
| **SSLC (2000)** | St. Agnes Girls HS, Muttuchira | Department Of General Education, Kerala | 78.3 % | FIRST CLASS |

**First Name of Application CV No :** **476340**

Whatsapp Mobile: +971504753686

