

**Jisha**

Email: [jisha.387932@2freemail.com](mailto:jisha.387932@2freemail.com)

**DATE OF BIRTH**

May 10, 1981

**NATIONALITY**

Indian

**LANGUAGES**

English, Malayalam, Hindi, Kannada, Tamil

**COMPUTER SKILLS**

MS Office Package

Internet

**STRENGTHS**

Communicative skills

Quick learner of Applications

Problem-solving skills

Analytical skills

**Curriculum Vitae**

**Academic Qualifications**

* **M B A** (Financial Management) from Annamalai University in 2015.
* **Post** **Graduate** **Diploma** **in** **Computer** **Applications** from ER & DCI with 83% during 2001-2003.
* **Bachelor’s** degree in **Mathematics** from Kerala University with 91.3% during 1998-2001.

**Professional Experience**

* **Administrative staff - Trinity Lyceum School, Kerala, India** May 2013 – March 2017
* Handle official and academic documentations, correspondence, online data management and staff training.
* Manage online messaging software and school website.
* Administration of systems and procedures.
* Preparation of circulars and memos.
* Reports directly to the Head of the institution.
* **Online Course Administrator** - Delbex Software Solutions, Kerala, India September 2011 - December 2012
* **Confidential Assistant**- Bishop Benziger College of Nursing, Kerala, India March 2010 - August 2010.
* **Senior Associate -** Fidelity Business Services India Private Ltd, Bangalore, India September 2006 - January 2010.
* Worked for Customer Research and Resolution department.
* Handling the correction of customer arbitrations in relation to their retirement investment accounts.
* Processing different types of back-end transactions like Exchanges, check re-deposits, loan corrections, Fee correction, Loan default reversals etc using specific software tools.
* **Process Executive** at Ocwen Financial Solutions, Bangalore, India November 2005 - September 2006
* **Work Leader** at Indecomm Global Services, Bangalore, India

September 2004 -November 2005

* **Computer Faculty** at Bishop MMCSPM High School, Kerala, India July 2003 - August 2004