



GREESHMA A

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ADDRESS

Shabiya12 Mussafah
Abu Dhabi
United Arab Emirates

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 07-06-1999
Marital Status : Married

PASSPORT DETAILS

Passport no : W3605419
Date of issue : 20-07-2022
Date of Expire : 19-07-2032
Place of issue : COCHIN
Visa status : **Resident Visa**

SKILLS

- Software Proficiency
- Strong negotiation skills
- Communication skills
- Problem Solving
- Adaptability

LANGUAGE KNOWN

English
Hindi
Malayalam
Tamil

OBJECTIVE

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

EXPERIENCE

- **OFFICE ADMIN AT ROYAL DESERT GENERAL CONTRACTING, ABUDHABI** (Nov 2022 to present)
- **FRONT OFFICE MANAGER AT TOYOTA MOTORS, KERALA** (May 2022-Sep 2022)
- **IT TEACHER AT GLOBAL COMPUTER CENTER, KERALA**
(2017-2019, part time)

EDUCATIONAL QUALIFICATION

MA SOCIOLOGY

UNIVERSITY OF CALICUT
2022

BA SOCIOLOGY

UNIVERSITY OF CALICUT
2020

HIGHER SECONDARY EXAMINATION

BOARD OF HSE GOVT. OF KERALA
2016

SECONDARY SCHOOL LEAVING CERTIFICATE

GOVT OF KERALA
2014

TECHNICAL QUALIFICATION

DIPLOMA IN COMPUTER APPLICATION

COMPUTER SKILLS

- **MICROSOFT OFFICE**
MS WORD, MS EXCEL, MS POWERPOINT
- **TYPING SKILL (ENGLISH)**