

# CURRICULUM VITAE

**GEETHANJALI.M.R**



## Contact information:

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## Permanent Address:

**MANGATT (HOUSE)**

**ENKAKKAD.P.O**

**WADAKANCHERY**

**THRISSUR –**

**680589**

**INDIA**

**Kerala**

## Personal Information:

**Date of Birth : 01.01.1995**

**Religion: Hindu**

**Nationality: Indian**

**Sex: Female**

**Father's Name: Ravindran.M.N**

## Language Known:

**English, Malayalam, Hindi**

## CAREER OBJECTIVE

To work in Competitive and challenging environment and hence to prove my credibility in my field. Where I can apply my analytical and technical skill to attain an optimum perfection for the development of my career and company

## ACADEMIC DETAILS

- ✚ 2013-2017 Bachelor of Commerce (B.Com) Calicut University, Kerala
- ✚ 2010-2012 Plus Two Board of Higher Secondary , Kerala
- ✚ 2009-2010 SSLC Board of Public Examination, Kerala

## TECHNICAL QUALIFICATION

- ✚ MS office
- ✚ Tally
- ✚ G-Tech ( National Skill Development Co-operation)

## SUMMARY OF SKILL

- ✚ Good Organizational management & Communication skills.
- ✚ Proactive & Innovative.
- ✚ Communication (Verbal, Written & Presentation) and interpersonal skills
- ✚ Self Confidence with an ability to maintain composure under pressure

## WORK EXPERIENCE

- + 6 year experience as a Clerk in Kerala State Cooperative Bank Wadakkanchery
- + 6 Month experience as a cash counter in lamiya silks
- + 5 Month experience as Receptionist in excellent medical centre.

## PASSPORT DETAILS

Pass Port No. : U8354750  
Issue of date : 04/02/2021  
Expiry of date : 03/02/2031  
Place of issue : Cochin

## DECLARATION

I hereby declare that the above information is true & correct to the best of my knowledge

**Place: Wadakkanchery**

**Date:**

**GEETHANJALI M .R**