



ANUPRIYA VIKRAMAN LEKHA

My Contact

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📍 Dubai, UAE

Education Background

- Master of English Literature
University of Kerala
completed in 2022
- Bachelor of English Literature
S N College,
Chempazhanthy
Completed in 2019
- Senior Secondary School
Govt. VHSS
Alamcode, Kerala

About Me

To strive for excellence with dedication, Focus, Proactive approach, positive attitude and passion to utilize my knowledge and skill in the best possible way for the fulfillment of organization goal.

Professional Experience

Typist as Grandson Technology
(work from Home)
Kerala, India

Sep 2022 - Jan 2023

Perform a variety of typing-related tasks for organizations, such as encoding handwritten documents, other general document processing.

certifications

- Online certification for the skill training in Hospital Management
- certificate for the Hindi Bhooshan from Kerala Hindi Prachar Sabha

Projects

- A study on News paper and its attitude towards various social problems.
- A study on Film studies

- Secondary school
Govt. GHSS, Attingal
Kerala

Technical Qualifications

- G Accountant-Tally Essential
Comprehensive
- Type writing in English and
Word processing
- Type writing in Malayalam
and Word processing

Personal Details

Date of Birth : 08/10/1998
Nationality : Indian
Marital Status: Married
Passport No : X9588568
Languages : English
known Hindi
Malayalam

Strengths

- Communication skills
- Decision making
- Problem solving
- Leadership skills
- Patience
- Ability to grab things fast

Technical skill

- MS Word
- MS Excel
- MS Powerpoint

Extracurriculars

- Attended the webinar
conducted by Kerala
University
- Participated in various
cultural events in school
and college