



# ANUPRIYA VIKRAMAN LEKHA

## My Contact

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📍 Dubai, UAE

## Education Background

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- 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

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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

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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