

ASWATHI SURESH



CANDIDATE PROFILE

To occupy a position that will utilize and improve my Analytical and Interpersonal Skills in a growing organization where I can contribute and perform assigned tasks timely and effectively for mutual benefit.



CAREER HIGHLIGHTS

- As an employee successfully delivered the tasks within tight deadlines.
- Improved efficiency and productivity by acquiring new skills.
- Consistently arrived at work on time & ready to start immediately.
- Reviewed customer history to recommend appropriate products & services.



WORK EXPERIENCE

April 2022 to Sep 2022 **Computer Lab Assistant**
CICCA RUTRONIX
Kerala, India



EDUCATION

Year 2020 **Bachelor of Arts in Economics**
Mahatma Ghandi university
Kerala, India

Year 2017 **Humanities**
Higher Secondary Examination
Kerala, India

Year 2015 **Secondary School Leaving Certificate (SSLC)**
Board of Public Examinations
Kerala, India



LANGUAGE SKILLS

- English (read/write/speak), Hindi (read/write).
- Mother Tongue: Malayalam (read/write/speak).



OTHERS

- Willingness to work hard frequently and continuously for the growth of the firm.
- **References and Further Data Furnished Upon Request**

CONTACT DETAILS



Flat# 501, Al Safa Tower Al Nahda Rd
Al Nahda Sharja



+971 54 2882792 (mobile)



aswathisuresh2020@gmail.com

PROFESSIONAL SKILLS

Word Processing & Data Entry 1 2 3 4 5
Computer Application 1 2 3 4 5
MS Office 1 2 3 4 5
Financial Accounting 1 2 3 4 5

PERSONAL SKILLS

Problem Solving & Decision Making 1 2 3 4 5
Time Management 1 2 3 4 5
Communication 1 2 3 4 5
Listening 1 2 3 4 5
Adaptability 1 2 3 4 5

PERSONAL DETAILS

Nationality: Indian
Date of Birth: 19 Mar 2000
Marital Status: Married
Passport Number: B9668577
Visa Status: Husband Sponsorship