

ASWATHI SURESH



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



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**