

**BINDYA LOHIDAS**

Mobile: +971547402254

Email – bindyalohi@gmail.com

Passport no – C7951566

Visa status : Visit Visa

OBJECTIVE

To work for an organization, Which provide me the opportunity to improve my skills and knowledge to grow along with the organizations objectives.

EXPERIENCE

- **I C D S Ithikkara, Dept of Women and Child Development Kollam from May 2019(continue)**

Designation:Anganwadi teacher(Creche teacher)

➤ [Role and Responsibility](#)

- To elicit community support and participation in running the programme.
- To carry out a quick survey of all families, especially mother and children in those families in their respective area of work once in a year.
- Pre-school education
- To provide healthy and nutrition education and counselling
- To support in organizing immunization drives

- **Kerala lottery welfare office Kollam from 2016 to 2019**

Designation: Clerk and Data entry operator

➤ [Role and Responsibilities as Clerk](#)

- Receiving and placing telephone calls
- Maintaining records
- Deliver outgoing mail to post office
- Maintain financial filing systems
- Other duties

- Restocking office supplies as needed
- Take minutes of meeting and dictations
- Answer inquiries about company
- Collect, count, and disburse money
- Communicating with clients and employees

Data Entry Operator

➤ [Role and Responsibilities](#)

- Accurate Data Entry inputting data from various sources
- Data verification and correction reviewing entered data accuracy
- Data management organizing updating and maintaining databases
- Document preparation.

EDUCATION

- Completed DCA(DIPLOMA IN COMPUTER APPLICATION) 2015
- **S N COLLEGE KOLLAM** -2011-2014
BA POLITICAL SCIENCE
- **N S S H S S SCHOOL CHATHANNOOR**
HSC Passout in 2011
SSLC Passout in 2009

SKILLS

- DCA

PERSONAL INFORMATION

Date Of Birth : 20/02/1994

Nationality : Indian

Languages known : English, Malayalam, Tamil

Marital status : Married

DECLARATION

I hereby declare that the above furnished particulars are true to the best of my knowledge and belief.

BINDYALOHIDAS