



# RUGMA MURALI

## OFFICE ASSISTANT

### EDUCATION

**BCA** 2016

IGNOU (Course Completed)

**PLUS TWO** 2014

Board of Higher Secondary Education

**SSLC** 2012

Kerala Board of Public Examination

### SKILLS

- Design Thinking
- Problem-Solving
- Computer Literacy
- Strong Communication
- Handling Social Media
- Photo Editing, Using Adobe Photoshop

### LANGUAGES

- English
- Malayalam
- Hindi ( Speak)
- Tamil (Speak)

### CONTACT

☎ 9321852695

✉ rugmamaliyakkal@gmail.com

📍 Engandiyoor House  
Vellikulanagara P O  
Thrissur 680699

### PROFILE INFO

To work in a dynamic environment that enables me to utilize my knowledge and learn new things, and to progress professionally and personally.

### EXPERIENCE

#### CSC AND KITE MAKER STUDIO

2022- Continuing

- Designing , Photo Editing via Photoshop.
- Completely work with system based environment.
- Managing Front Office duties and Customer caring.

#### ANNS INTERIOR DESIGNS

2016 -2021

- Designing ,Site visit, Planning for new ideas to commit a work.
- Plan meetings, order supplies, answer phones, provide customer service and assist executives .

#### RELIANCE COMMUNICATION

2014 - 2016

- Completely work with system based environment.
- Managing Front Office duties and Customer caring.
- Customer Support for Network Issues.

### PERSONAL DETAILS

Father's Name : Murali R

Date of Birth : 13-11-1996

Gender : Female

Religion : Hindu

Marital Status : Married

Spouse Name : Akhil Ajayan

### REFERENCE

Babumon Devassy  
Anns Interior Designs  
Ph : 8547770375