



## PROFILE

To enhance my knowledge and skills to get a better perspective of the subjects in my area of interest, there by being able to provide a vision in my career.

## WORK EXPERIENCE

### FOUR TWO ADOBE DESIGNS

DATA ENTRY OPERATOR

2021-2022

- Entered data into the system with speed and accuracy, averaging 45 WPM.
- Managed and updated client records, ensuring data integrity.
- Assisted with file transfers and backups.
- Implemented artificial intelligence tools in our workflow.

### MUTHOOT FINCORP

CUSTOMER SERVICE EXECUTIVE

2022-2023

- Dedicated to bettering the customer experience with reliable product education, timely assistance, helpful feedback and respectful conflict management response.

## SKILLS

- Adaptability
- Attention to detail communication
- Time Management
- Confident
- Leadership
- Multitasking
- Problem-solving
- Stress tolerance

## CERTIFICATIONS

- Certification in **MS OFFICE**
- Certification in **TALLY**
- Certification in **GCC VAT**

## EDUCATION HISTORY

### SSLC

GOVT. H S S AZHOOR

2016

### PLUS TWO

GOVT. H S S AZHOOR

2018

### BACHELOR'S DEGREE IN SCIENCE

S N COLLEGE CHEMPAZHANTHY

2021

## INTERESTS

- Reading Books
- Drawing
- Learning Languages
- Watching movies
- Listening music

## DECLARATION

I am also confident of my ability to work in a team.I hereby declare that the above furnished details are true to the best of my knowledge.

- Jyothika J.S

## PERSONAL DETAILS

Name : Jyothika J.S  
Date of Birth : 19th March 2001  
Marital Status : Married  
Nationality : INDIAN  
Gender : Female

## Passport

Passport No. : X9588918  
Date of Issue : 05-06-2023  
Date of Expiry : 04-06-2033

## Visa Status

Visit Visa  
Date of Expiry : 02-01-2024

## LANGUAGES SPOKEN

- English
- Tamil
- Malayalam
- Hindi