



# MANEESHA MURALI

Neenu Land,Kottoor,Kallara P O,Thiruvananthapuram,Kerala - 695608

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## OBJECTIVE

I seek constantly enhance my skills and assure a position of responsibility at an appropriate level in the organization, which will utilize my back-ground abilities and interest while providing opportunity for growth and advancement for the organization and myself.

## EDUCATION

- BCom with Computer Application  
*University of Kerala*
- Plus Two (Commerce with Mathematics)  
*Kerala Board of Higher Secondary Examinations*
- SSLC  
*Kerala Board of Public Examinations*

## TECHNICAL QUALIFICATION

- Diploma in Computer Application (DCA) (Keltron)
- Word Processing & Data Entry (Keltron)
- CDTF (BSS)

## PROFESSIONAL DETAILS

- 1 Year Experience as a System Operator in Common Service Centre (CSC), Kallara,Trivandrum
- 1 Year Experience as an Accountant in Joys Fuels (IOCL Dealership Outlet),Bharathannoor,Trivandrum
- 6 Months Experience as a Business Associate (BA) in Money Muttath Nidhi Finance, Karette,Trivandrum
- Working as a DTP & Data Entry Operator (Online Service) in Hitech Systems, Kallara, Trivandrum, Kerala

(Still Working)

## PERSONAL DETAILS

Name of Father : Murali K S  
Date of Birth : 30/06/1992  
Gender : Female  
Nationality : Indian

## PASSPORT DETAILS

Passport No. : C9238214  
Date of Issue : 29/04/2025  
Date of Expiry : 28/04/2035  
Place of Issue : Trivandrum

## ADDITIONAL KNOWLEDGES

- MS Office  
(MS Word, MS Excel, MS PowerPoint)
- Tally
- Adobe Photoshop
- Adobe PageMaker
- Programming Languages (C++ , BASIC)

## SKILLS AND INTEREST

- Time Management
- Leadership
- Team Work
- Problem Solving
- Computer Knowledge
- Good in oral and written communication
- Customer Service
- Highly adaptable to new work environment

## LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Fluent)

## DECLARATION

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

Place: Trivandrum

Maneesha Murali