

Renjitha R**Dwaraka House****Kavilpad PO, Olavakkode****Palakkad PIN: 678012****E-mail: renjitharenju@gmail.com****Phone: +917510458496****OBJECTIVE**

Seeking a challenging provision in an organization where I can lay my qualification and experience to the best and which enables both of us to become constructively versatile and distinct in the industry.

WORK EXPERIENCE

- 1. Trinity Eye Hospital, Palakkad**
Position: Receptionist
Duration: December 2021 to Present
- 2. Future Retail Ltd. Big Bazaar, Palakkad**
Position: Cashier / Customer Relations Executive
Duration: April 2019 to December 2021
- 3. Malabar Cements Ltd, Walayar**
Position: Stenographer
Duration: 6 Months
- 4. RSR Associates, Palakkad:**
Income Tax Filling Officer
Duration: 8 Months

QUALIFICATION

1. Bachelor of Commerce (BCom) with Cooperation under Calicut University, 2013-2016.
2. ITI Stenography English, Govt. ITI Malambuzha, 2013
3. Plus Two, Commerce in the year 2012.
4. SSLC at Lakshmana Chandra Vidhyalam Prayiri in 2010.

COMPUTER SKILLS

- Tally 2016
- Microsoft Office, SAP.

KEY SKILLS

- Quick learner.
- Good Communication & Presentation Skills
- Communicate Ideas and Concepts.
- Can easily guide others & a good team leader.
- Work Collaboratively with Team Members.
- Goals and High-Quality Deliverables.
- Ability to analyze problems/issues.

PERSONAL DETAILS

Name of Father : Ramachandran V
Date of Birth : 24/10/1994
Gender : Female
Nationality : Indian
Marital status : Married

DECLARATION

I hereby declare that the above specified details are true to that to the best of my knowledge.

Sincerely,

Place :

Renjitha R

Date :