

RESHMA PHILIP



ABOUT ME

Seeking a challenging opportunity with a professional environment where I can utilize my professional skills as being innovative and hard worker always to achieve high standard goals with a reputed organization

+971 521238768

reshmaphilip745@gmail.com

DUBAI – UAE

LANGUAGE

- ♦ Malayalam
- ♦ English
- ♦ Hindi
- ♦ Tamil (Basic)

SKILLS

- ♦ Observation
- ♦ Decision making
- ♦ Communication
- ♦ Multi-tasking
- ♦ Solving issues in Fastly

EXPERIENCE

- ♦ **Gems Legacy School (Dubai)**
Designation: Supporting Staff
Duration: 2 Year
- ♦ **Al Madeena Super Market (Dubai)**
Designation: Cashier
Duration: 1 Year
- ♦ **Salt Super Market Thoppumpady**
Designation: Cashier
Duration: 1 Year
- ♦ **St.Mary`S GHSS Edathua,**
Designation: Teacher
Duration: 2 Year
- ♦ **CMS High School Thalavady**
Designation: Teacher
Duration: 2 Year
- ♦ **Edith Neve Memorial High School**
Designation: Teacher
Duration: 6. Months

EDUCATION

- ♦ **Diploma In Education (2013 – 2015)**
[MARK 82%]
- ♦ **St.Aloysius Higher Secondary School Eduthua,Kerala Board (2011 – 2013)**
[MARK 75%] Higher Secondary
- ♦ **St.Mary`s GHSS Edathua,Kerala Board (2010)**
[MARK 75%] SSLC.

COMPUTER SKILLS

- ♦ **MS Office [MS Word, MS Excel, Power point]**
- ♦ **Prime Tally**
- ♦ **Data Entry**
- ♦ **Advanced Excel**
- ♦ **DTP**