



# SUBITHA . C

To work in an organization where learning is never ending process and where my knowledge can be enriched and shared to achieve the common goal. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

## Contact

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📍 AAL Deayar building  
AL hamerya eara  
Near AL Mussallah Road bout  
Burdubai  
Building number 14  
Flat number 102

## Education

- Plus Two
- Front Office Assistant  
Course from Govt Women  
ITI Malikadavu

## Skills

- MS Word  
MS Excel  
MS Power Point  
MS Access & Arisoft

## Experience

### ● Librarian cum Office staff

1 Experience of Librarian cum Office staff at  
IIKM Business School ( 1 Year).

### ● Front Office Assistant

Apprenticeship in Front Office Assistant at  
Indian Institute of Spices Research Kozhikode.  
(2 Year).

### ● Clerical Asst

1 Clerical Asst (contract) at Indian Institute of  
Spices Research Kozhikode (present).

## Language

- English
- Malayalam

## Personal Details

- Born May - 31 - 1990
- Married
- Passsport no : X3522787
- Visa status : visiting visa