



# Shilna jayarajan

Ras al khaimah, Uae

0557987414 Shilnajayarajan8@gmail.com

## Personal information

- Nationality: Indian
- Religion: Hindu
- Passport: Y9878159
- Gender: Female
- Place: Indian
- Date of birth: 07/02/2000
- Marital status: Married

## Education

**JAIN DEEMED TO BE UNIVERSITY** 2022

HOSPITAL  
ADMINISTRATION  
75%

**WOMENS ITI THOTTADA** 2019

DRAUGHTSMAN CIVIL  
70%

**GHSS PALAYAD** 2017  
PLUS TWO ( COMMERCE)  
63%

**GHSS PALAYAD** 2015  
SSLC  
90%

## Skills

1.Adaptability

2.Work ethic

4.Time management

## Visa status

Visit visa

## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Experience

**GAYATHRI FOOD PRODUCTS**

13/06/2024 - 29/05/2025

PACKING STAFF WITH PRODUCTION SUPREVISOR

Highly organized and detail-oriented Packer with strong skills in product handling, packing procedures, and inventory management. Adept at adhering to safety standards and maintaining a clean and efficient work environment. Dedicated to meeting production goals and ensuring timely fulfillment of orders.

**COMMON SERVICE CENTRE**

01/10/2023 - 09/06/2024

TELECALLER CUM OFFICE STAFF

Provide essential government and non-government services to citizens, particularly in rural and remote areas, through digital means. By acting as access points for various public utility services, social welfare schemes, healthcare, financial, and education services etc.And interacting with customers over the phone, either to make outbound sales calls or answer inbound inquiries etc.

**KERALA WATER AUTHORITY**

29/07/2022 - 25/09/2023

VULENTEER

Assisting in Jal Jeevan Mission (JJM) projects, including preparing estimates, site supervision, AutoCad drawings, and updating work monitoring software related to kerala water authority.

**KERALA WATER AUTHORITY**

11/03/2021 - 10/03/2022

APPRENTICE

Assisting in water supply and wastewater management tasks, such as water quality testing, maintenance of water infrastructure, and assisting in administrative functions.

## Language

- ENGLISH,MALAYALAM,HINDI,TAMIL

