

Jayakrishnan S G

Krishna Mandiram, Thampuran Nagar, Aralumoodu PO

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Professional Summary

Motivated and adaptable graduate in English with strong multilingual communication skills. Proficient in Malayalam, Tamil, Hindi, and English. Possesses hands-on experience in computer operations and typing services. Eager to contribute to a professional work environment through dedication, quick learning ability, and teamwork.

Work Experience

Devi Computer and Type Writer Centre, Aryanad PO

Computer Operator | 2022 – 2025

- Assisted customers with computer-related services such as document preparation and formatting
 - Developed strong customer interaction and communication skills
 - Gained practical experience in basic computer applications and office work
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Education

Bachelor of Arts in English

Kerala University | 2018 – 2021

Skills

- Multilingual Communication (Malayalam, Tamil, Hindi, English)
 - Basic Computer Knowledge
 - Typing & Documentation
 - Strong Interpersonal & Communication Skills
 - Adaptability and Willingness to Learn
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Languages

- Malayalam – Native
 - Tamil – Proficient
 - Hindi – Proficient
 - English – Proficient
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Additional Information

- Open to diverse job roles and opportunities
- Interested in learning new skills and technologies