

RESUME

MARY NITHESHA

Mobile: +91-7397195134, 9487747033

Email: mary.nithesha@gmail.com



OBJECTIVE

To strive for a challenging job in progressive organization, I can contribute and build my professional career along with growth of organization and to give the best my experience and abilities.

EDUCATION QUALIFICATION

- SSLC-Marks 75%
- HSS- Marks 60%
- PG Bsc - COMPUTER SCIENCE
 - ❖ Malankara Catholic College, Kaliakkavilai-629153 - Kanyakumari, Tamil Nadu
 - ❖ Pass out June 2012 to April 2015
 - ❖ MANONMANIAM SUNDARANAR UNIVERSITY. Marks Obtained 70%
 - ❖ Tamil Nadu Tirunelveli India : BUG-00165512

WORK EXPERIENCE

3 years' Experience for

Our Lady of Dolours Church – Mathandanthurai, Kollencodu

Parish Church Office Admin - 2016 to 2019

- Parish Account Maintaining
- Parish Activity Update for Social Media's
- Parish Programs Design
- Parish Member Data Collating

2 years' Experience for

Brillianto UK Visa Center – Ernakulam, Kochi

Office Assistant & Tell caller 2020-2022

- Visa Processing operator
- Call thru Customer convince
- Malayalam, Tamil and English

1 years' Experience for

Green Leaf Solar Energy-Ernakulam, Palarivattam

Office Admin Front and Back Office-2022-2023



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COMPUTER SKILLS

- MS Office
- Social Media
- Computer Any Network Program
- WindowXP,Win7,Win8 , Win10 & Win11 Operated

KEY SKILLS

- Well versed in all Office Functions
- Excellent Written and Verbal Communication Skills
- Proficient in all Microsoft Office application

PERSONAL INFORMATION

Date of Birth : 06th June1994

Nationality : Indian

Marital status : Married

Passport : K6273125

Languages known : English, Malayalam, Tamil.

Hobbies : Listening music, Redding Book

Permanent Address : Puthuval Puthan Veedu
Vallavillai-629160.
Kollamcodu.

DECLARATION

I declare that the above furnished information is true to the best of my knowledge and belief of
Myself and have written them.

Date:

Yours sincerely

(MARY NITHESHA)



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