



APARNA UK

Experience

TECHNICIAN APPRENTICESHIP TRAINING (One Year) 2018-2019 (Government of India, Department of Space, VIKRAM SARABHAI SPACE CENTRE, Thiruvananthapuram)

During the period of training I familiarized with various office management functions, carried out data entry works related to various reports, minutes of the meeting, typing letters/ Applications, entry of Inwards/ Outwards, Dispatching, Attending telephone calls and conveying messages to the concerned engineers, Preparation of computer based request for advance and bill for travelling allowance, Operation of computer based applications like COWAA, PRAYAN, GARUDA etc. Supporting the office administrative activities of the division. Filing papers in the prescribed files and other day-to-day works in the office. Working knowledge with Fax/Xerox machine.

Education

- DIPLOMA IN COMMERCIAL PRACTICE from WOMENS POLYTECHNIC COLLEGE, MALAPARAMBA (State Board of Technical Education, Kerala in 2015 to 2018)
- HSC from GVHSS NEELESWARAM, KOZHIKODE (Board Of Higher Secondary Examination, Kerala in 2015 March)
- SSLC from PTMHS KODIYATHUR, KOZHIKODE (Board of Public Examination, Kerala in march 2013)

Declaration

I hereby declare that all the information furnished is true to the best of my knowledge and belief.

Place : Kozhikode

Date :

SRUTHILAYAM,
VALIYAPARAMBA,
MUKKOM,
NELLIKKAPARAMBA PO,
KAKKAD, KOZHIKODE,
KERALA - 673602



7736382335



aparnauk22@gmail.com

APARNA UK

