

# Ruby Thomas Cheenath

**Address:** Cheenath House, South Koratty P.O., Thrissur District, 680308

**Phone:** +91 88208887 **Email:** [rbycheenath@gmail.com](mailto:rbycheenath@gmail.com)

**DOB:** 17-10-1999

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## OBJECTIVE

An excellent conveyor of ideas via oral and written communication looking to contribute my clerical and administrative skills for the greater good of your Company.

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## LANGUAGES

English, Malayalam & Hindi

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## EDUCATION

July 2017 – March 2020

**B. A. English Language & Literature**, Calicut University

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## SKILLS

Written and verbal communication skills, Customer service, Multitasking and prioritizing, Dependability, Problem-solving

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## REFERENCES

References available on request