



PROFILE

Highly organized and self-motivated performer seeking position for a great performance. Reliable as a team player with experience in successfully conducting various programs and seminars during academic tenure . Experience in documentation and research compiled with diplomatic approach on handling different environments. Understanding in data entry, visual presentations, data analysis and knowledge in capacity building makes me more confident for this post .

DATE OF BIRTH

30-10-1996

CONTACT

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HOBBIES

- ❖ CRICKET
- ❖ MUSIC
- ❖ FOOTBALL
- ❖ POSTER CREATION

AUSTIN FRANCIS

EDUCATION

QUALIFICATION	INSTITUTE	YEAR	PERCENTAGE
M.A PUBLIC ADMINISTARTION AND POLICY STUDIES	CENTRAL UNIVERSITY OF KERALA, KASARGOD	2020	62.3
B.A ENGLISH LANGUAGE AND LITERATURE	UNIVERSITY OF CALICUT	2017	68.5
PLUS TWO	DON BOSCO H S S MANNUTHY	2014	74.5
SSLC	DON BOSCO H S S MANNUTHY	2012	90

WORK EXPERIENCE

ROLE	ORGANISATION	TIME PERIOD
Intern	Kerala institute of local administration (KILA)	JUN-2019
Research and Management Associate	fireflies - registered NGO	FEB 2020 - MARCH 2021

CERTIFICATION

- ◆ Word Processing And Data Entry - KELTRON -MS OFFICE
- ◆ Data Analysis And Visualization - COURSERA

COMPUTER SKILLS

- ◆ Microsoft excel
- ◆ SPSS, Cognus
- ◆ Ms Office
- ◆ Google Drive
- ◆ Email