

SEENAMOL CHERIAN



GOAL

- Reach the maximum attain the maximum
- To work in an organisation with healthy sprit of inquest.

CAREER OBJECTIVES

Seeking a challenging position in an organisation where I can utilize my skills and enhance my knowledge to add value and grow with the organisation.



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Puthenpurackal House ,
Panachikavu Po,Perunna West ,
Changanacherry,Kottayam District,
Kerala State,India

LANGUAGE

- English
- Malayalam

EXPERTISE

- Management Skills
- Computer skills
- Critical Thinking
- Leadership

EXPERIENCE

OFFICE ASSISTANT

ASSUMPTION COLLEGE
CHANGANCHERRY
2019-2023

Working under the Kerala government , department of Collegiate education at Assumption College Changanacherry, Handling the Software -Linways

OFFICE ASSISTANT

CHASS -Changanacherry
2014

CHASS- Changanacherry Social Service Society which is under the Archdioceses of Changanacherry . Which have many trading companies and there were working as office assistant

EDUCATION

MG University

Bachelor of Commerce in Computer Application
Assumption College Changanacherry
2013-2016

MG University

Master of Commerce (Distant Education)
2017-2019

Bharathiyar University

MBA (Human Resource Management)
Distant Education
2019-2021

COMPUTER KNOWLEDGE

- MS Word,
- Excel,
- Power point,
- Tally

REFERENCE

Fr Thomas Parathara
(Principal Assumption College)
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