

M SUBHASHINI

Idukki, Kerala
subhashinimurugan2002@gmail.com
+91 92070 92992



Professional Summary

Detail-oriented graduate with a background in Economics and certified training in Computer Applications. Skilled in digital documentation, workflow optimization, and office tools. Committed to contributing to organizations that value efficiency, precision, and tech-driven administration.

Education

- **Diploma in Computer Applications**
Rutronix, Trivandrum 2023 – 2024
Topics: Office Tools, Basic Coding, Internet Email
- **Bachelor of Arts in Economics**
Mar Ivanios Autonomous College, Trivandrum 2020 – 2023
Focus: Macroeconomics, Statistics, Indian Economy
- **Higher Secondary Education – Humanities Stream**
Mount Carmel HSS, Kottayam 2018 – 2020
- **ICSE – Class 10**
St. Pius X English Medium School, Kerala 2018

Technical Skills

- MS Word
- MS Excel
- PowerPoint
- Google Docs
- Google Sheets
- Typing Docs
- Email Handling
- File Management
- Web Browsing
- PDF Handling
- Data Entry
- Internet Basics
- Cloud Basics
- Computer Fundamentals
- Windows OS

Languages

- English – Fluent (Reading, Writing, Speaking)
- Malayalam – Native Speaker
- Tamil – Conversational