

M SUBHASHINI

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PROFESSIONAL SUMMARY

Tech-savvy and detail-oriented graduate with a background in Economics and formal training in Computer Applications. Passionate about digital tools, documentation, and workflow efficiency. Eager to contribute to organizations that value smart administration and tech-enabled productivity.

EDUCATION

Diploma in Computer Applications, Rutronix, Trivandrum 2023 – 2024
Coursework: 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 (Computer Science Stream), Mount Carmel 2018 – 2020
Higher Secondary School, Kottayam

ICSE – Class 10, St. Pius X English Medium School, Kerala 2018

TECHNICAL SKILLS

- MS Word
- MS Excel
- PowerPoint
- Typing Docs
- Email Handling
- File Management
- Web Browsing
- Cloud Basics

LANGUAGES

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

PERSONAL INFORMATION

Date of Birth: 09 July 2002
Gender: Female
Nationality: Indian
Location: Idukki, Kerala