***BINU B S***

P S NIVAS, VAKKOM

THIRUVANANTHAPURAM, VAKKOM, KERALA- 695 308

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**OBJECTIVE**

To work in a challenging and esteemed firm to implement my academic skills to the best of my ability that contributes to the development of it and leading your company to effectively utilize my prior experience, training.

**PROFFESIONAL EXPERIENCE**

1. **Liquid Propulsion System Centre, Valiamala**

**(01.09.2012 to present):** Data Entry Operator

Duties: Secretariat/Clerical assistant such as stenographer, assistance in all the works pretaining to preparation of tender documents.

Personal computer operation in MS office such as MS Word, MS excel, COWAA.

**(2) Liquid Propulsion System Centre, Valiamala**

**( ):** Technician Apprentice

Duties: Secretariat/Clerical assistant such as stenographer, assistance in all the works pretaining to preparation of tender documents.

**EDUCATIONAL QUALIFICATION**

***Diploma in Commercial Practice (2008-2011):*** State Board of Technical Education with First Class from Women’s Polytechnic College, Karamana, Trivandrum under ***Kerala Board of Technical Education in 2011*** and average aggregateof 71%.

***Higher Secondary:*** Passed Higher Secondary Education (HSE XII) with First Class 70% in ***Commerce*** Group from S S P B H S Kadakavoor, Trivandrum***.***

***SSLC:*** Passed Secondary School Education (SSLC X) with First Class 75% from S S P B H S Kadakavoor, Trivandrum***.***

**COMPUTER SKILLS**

* Passed Typewriting in English and Computer Word Processing under Kerala Government technical Examinations in January 2010 with Second Class.
* Proficient in MS Word, MS Excel and Microsoft Power Point and Microsoft office tools and Visual Basic

**STRENGTHS**

* Passionate to work to achieve the goals
* Good communication skills
* Quick learner to the surrounding and situations
* Responsible to the position and work

**PERSONAL PROFILE**

* Sex : Female
* Date Of Birth : 08-05-1990
* Nationality : Indian
* Languages Known : English, Malayalam, Hindi
* Father’s name : Babu N V
* Marital Status : Married.

**ACHIEVEMENTS**

Won prizes in school level activities like games and painting

Participated in various cultural and Scientific activities in college.

**DECLARATION**

I here by declare that the information furnished above is true to the best of my knowledge.