

CURRICULAM VITAE

Career Objective

To be employed with an esteemed professional organization, where I can prove my skills by taking a challenging positions in the field of Administration & Coordination, Customer Service, Hospitality where the career opportunities are conducive to both my personnel & professional growth.



• PERSONAL INFORMATION

Name : **Sheethal K. V.**
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E-mail✉ : Sheethalkv02@gmail.com
Nationality : Indian
Passport Number : U6745065
Date Of Issue : 23-12-2019
Date Of Expiry : 22-12-2029
Date of Birth : 18-08-1995
C P R No : 950840700

Work Experience

- 1 year of experience in administration, hospitality, coordination & teaching.

Education

- **Certificate in Professional Gulf Accounting** - G-TEC Computer Education, Kerala, India (2020)
- **Masters in Computer Application** - School of Computer Application, campus, Bharathiar University, Tamil Nadu, Kerala, India (2018)- A-GRADE-80%
- **Bachelors in Computer Application** - School of Computer Application, Bharathiar University, Tamil Nadu, Kerala, India (2016)- First Class

Academic Experience

**Academic Coordinator (NEET Coordinator) at Lakshya Campus – Kerala,
(February 2019 to June 2019)**

1. Responsible for preparation of Exams, year plan, lesson plan and complete course portfolio for each class.
2. Responsible for doing result analysis of each academic year.
3. Maintaining thorough records of student attendance and grades.
4. Developed good support and understanding with the students.
5. Responsible for conducting weekly exams.

**Software Developer – Tradeasy software solutions, Kerala –
(2018 July to 2018 September)**

1. Reviewing code for quality, finding weaknesses & ensuring adherence to standards.
2. Developing and creating PHP MySQL applications as per the specifications.
3. Assisted in the review and analysis of detailed program specifications and in program design to meet changes required in the work process.

Certifications or Professional Registrations

Certificate in Professional Gulf Accounting- **G-TEC Computer Education, Kerala, India**

Service activities

- Actively participated in the National Service Scheme at college, India
- Member of Rotract Club in College
- Actively participated in Fine arts and also in Intercollege events

Skills

- Microsoft Office
- Tally ERP
- Administration
- Customer Service

References

Mrs. Neethu Sumesh

Teacher

New Millennium School

Kingdom of Bahrain.

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Mrs. Aswathy

HR Assistant

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