

BIO-DATA

Name : ARUNIMA RAJ

Father's Name : James Raj A

Gender : Female

Date of Birth : 02.05.1996

Nationality : Indian

Religion & Caste : Christian L C,OBC

Present Address : J P Bhavan
Kakkavila
Kakkavila P O
Thiruvananthapuram – 695506

Contact No : 7356571829, 9656514233

Email : arunimajames15@gmail.com

Educational Qualification : SSLC, HSSC, B.Com, M.Com, SEO, M.Phil

Languages Known : English, Malayalam, Hindi & Tamil

Academic Profile

Master of Philosophy

course : M. Phil

Institution : NMCC Marthandam

University : Manonmaniam Sundaranar University

Post Graduation

Course : M.Com

Institution : NMCC Marthandam

University : MS University

Graduation

Course : B.Com

Branch : Co-operation

Institution : VTMNSS College, Dhanuvachapuram

University : Kerala university

Diploma Course

Course : Search Engine Optimisation (SEO)

Branch : Digital Marketing

Institution : Three seas Infologies

Board : Central Board

HSSC

Institution : Government V&HSS Kulathoor

Board : State Board

SSLC

Institution : Vimala Hridhaya High School Viraly

Board : State Board

Technical Proficiency

Operating system : Windows XP 7,8 and 9,Ubuntu

Languages : VB

Database : SQL Server 2008

Browser Program : Google Chrome

Others : MS Office

Internet Usage

Tally

SEO

Personal Strengths

- ___Excellent communication, interpersonal and writing skills.
- ___Excellent organizational and time management skills with the ability to multitask.
- ___Drive, competence, flexibility and a willingness to learn.
- ___Good team work, analytical and problem solving skill.
- ___A creative person who can take initiative on new ideas.

Highlights

Initiative, Hard work, Brief in team work, Sincerity and the to carry out the assignments on specified time limit.

Hobbies

Listening news & Music, painting, reading books

Declaration

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

Place:

Yours faithfully

Date:

Arunima Raj