

Resume

HAREENDRAN R

VATTAMUKADIYIL
KADAKKAD
PANDALAM P O
PATHANAMTHITTA
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PERSONAL DETAILS

Fathers Name : Raveendran B
Date of Birth : 08-04-1995
Nationality : Indian
Gender : Male
Marital Status : Single
Languages known : English, Hindi , Malayalam

OBJECTIVE

I work as an office administrator where I can utilize my experience and recently acquired knowledge. I would also like to further my professional development while working.

ACADEMIC QUALIFICATION

Qualification	Subject	Board	Year of passing	Percentage
ITI	COPA	NCVT	2017	78
Degree	BA Economics	MG University	2016	73
Plus Two	Commerce	Board Of Higher Secondary	2012	70
SSLC	General	Board of Public Examination	2010	68

EXPERIENCE:

LD CLERK

- *M.M.D.M ITI* ADOOR, VADAKKADATHUCAVU (16-July-2017 to still working)

EXPERIENCE SKILL:

- Having Knowledge of M S Word, MS Excel, Tally

Technical qualification

- MS WORD, MS EXCEL, MS ACCESS, POWER POINT, HTML, VBA, TALLY.

EXTRA-CURRICULAR ACTIVITIES

- Participated in UGC Sponsored National Seminar
- NCC "C" certificate holder

PASSPORT DETAILS

- Passport No:-T7608900
- Date of expiry:- 25/08/2029

Declaration

I hereby declare all the above information and particulars are true and correct to the best of my knowledge & belief.

Hareendran R