

Administrative Executive

Amritha Venugopal
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SUMMARY

Am flexible in all field so that I can increase my skills.

CAREER OBJECTIVE

Train my skills as my talent to help the place I work more efficiently.

SKILLS

| | |
|----------------------|--------------|
| C++ | Intermediate |
| Javascript | Base |
| Android | Excellent |
| Translating | Excellent |
| Writing | Excellent |
| Time management | Excellent |
| Typing speed | 30wps |
| Communication skills | Intermediate |

EXPERIENCE

| | |
|--------------------------|--|
| Mar-2021 - May-2021 | A Market force pvt ltd |
| Process Executive | Research, marketing, |
| May-2021 - Till Today | Saii info Act pvt LTD (Ahmedabad) |
| Administrative Executive | Company secretarial work, onboard processing, software updating, manage the team |

EDUCATION

| Degree/Course | Institute/College | University/Board | Percentage/CGPA | Year of Passing |
|----------------------------------|--|------------------|-----------------|-----------------|
| Bachelor of Computer Application | CET College of management science and technology, Airpuram | MG university | 55 percent % | 2019 |

STRENGTHS

Active all time

AREAS OF INTERESTS

Remote, Work from Home

HOBBIES

Singing, Cooking, Social service, Landscape activities, Running or walking

PERSONAL DETAILS

| | | |
|-----------------|---|---------|
| Address | Parappuram Temple Rd Kizhakkumbhagom, Kerala, 683575 | |
| Passport detail | Amritha Venugopal | |
| Date of Birth | 02 January | |
| Gender | Female | |
| Nationality | Amritha Venugopal | |
| Marital Status | Single | |
| Languages Known | English | Fluent |
| | Malayalam | Native |
| | Hindi | Average |
| | Tamil | Average |

DECLARATION

I hereby declare that the information mentioned above is correct and true to the best of my knowledge.

Amritha Venugopal