Administrative Executive

Amritha Venugopal amrithavenu98@gmail.com 7736791233



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		
<u>^</u> ++	Intermediate			
lavascript	Base			
Android	Excellent			
Franslating	Excellent			
Writing	Excellent			
Time management	Excellent			
Typing speed	30wps			
Communication skils	Intermediate	_		
		– EXPERIENCE –		
Mar-2021 - May-2021	A Market force	pvt ltd		
Process Executive	Research, mark	eting,		
May-2021 - Till Today	Saii info Act pu	rt LTD (Ahmedabad)		
Administrative Executive	Company secret	arial work, onboard proce.	ssing, software updating, ma	inage 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
Active all time		_ STRENGTHS		
Active all time	210		75	
	A	— STRENGTHS — REAS OF INTEREST	<i>īs</i>	
	A9	REAS OF INTEREST	rs	
emote, Work from Home		REAS OF INTEREST	<i>TS</i>	
Active all time emote, Work from Home Singing, Cooking, Social ser	vice, Landscape activities,	REAS OF INTEREST — HOBBIES — Running or walking		
emote, Work from Home Singing, Cooking, Social ser	vice, Landscape activities, P	REAS OF INTEREST — HOBBIES — Running or walking ERSONAL DETAIL		
emote, Work from Home Singing, Cooking, Social ser	vice, Landscape activities, P Parappuram Te	REAS OF INTERESS — HOBBIES — Running or walking ERSONAL DETAIL, mple Rd		
emote, Work from Home Singing, Cooking, Social ser Address	vice, Landscape activities, Parappuram Te Kizhakkumbhag	REAS OF INTEREST — HOBBIES — Running or walking ERSONAL DETAIL, mple Rd tom, Kerala, 683575		
emote, Work from Home Singing, Cooking, Social ser Address Passport detail	vice, Landscape activities, P Parappuram Te Kizhakkumbhag Amritha Venugo	REAS OF INTEREST — HOBBIES — Running or walking ERSONAL DETAIL, mple Rd tom, Kerala, 683575		
emote, Work from Home Singing, Cooking, Social ser Address Passport detail Date of Birth	vice, Landscape activities, P Parappuram Te Kizhakkumbhag Amritha Venugo 02 January	REAS OF INTEREST — HOBBIES — Running or walking ERSONAL DETAIL, mple Rd tom, Kerala, 683575		
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emote, Work from Home Singing, Cooking, Social ser Address Passport detail Date of Birth Gender Nationality	vice, Landscape activities, Parappuram Te Kizhakkumbhag Amritha Venugo 02 January Female Amritha Venugo	REAS OF INTEREST — HOBBIES — Running or walking ERSONAL DETAIL, mple Rd rom, Kerala, 683575 opal		
emote, Work from Home Singing, Cooking, Social ser Address Passport detail Date of Birth Gender Nationality Marital Status	vice, Landscape activities, Parappuram Te Kizhakkumbhag Amritha Venugo O2 January Female Amritha Venugo Single	REAS OF INTERES HOBBIES Running or walking ERSONAL DETAIL mple Rd tom, Kerala, 683575 opal		
emote, Work from Home	vice, Landscape activities, Parappuram Te Kizhakkumbhag Amritha Venugo O2 January Female Amritha Venugo Single English	REAS OF INTERES HOBBIES Running or walking ERSONAL DETAIL mple Rd om, Kerala, 683575 opal pal Fluent		
emote, Work from Home Singing, Cooking, Social ser Address Passport detail Date of Birth Gender Nationality Marital Status	vice, Landscape activities, Parappuram Te Kizhakkumbhag Amritha Venugo O2 January Female Amritha Venugo Single	REAS OF INTERES HOBBIES Running or walking ERSONAL DETAIL mple Rd tom, Kerala, 683575 opal		

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

Amritha Venugopal