

CURRICULAM VITAE

LIJIYA SHANAVAS

MUBARAK MANZIL,
CHALACODU,
PPM PO, PUNALUR
KOLLAM DIST – 691332
MOB: 00918590274184
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OBJECTIVES

To enhance my knowledge and technical capabilities and contribute towards the growth of the organization and myself.

KEYSKILLS

- ❖ Skills of providing better standard of customer service.
- ❖ Ability to meet the dead lines.
- ❖ Ability to handle emergency situations
- ❖ Position attitude towards work.
- ❖ Good leadership and organizing qualities
- ❖ Quick learner.

TECHNICAL QUALIFICATIONS

- ❖ Basic Operation in Computer
- ❖ MS Office
- ❖ Internet & Browsing

ACCADEMIC QUALIFICATION

- ❖ Draughtsman Civil, Bharatha Matha Pvt I.T.I, Punalur
- ❖ HSE From Govt. Higher Secondary School, Punalur, Kollam, Kerala State Board
- ❖ SSLC From Govt.Higher Secondary School, Punalur, Kollam, Kerala State Board

WORK EXPERIENCE

- ❖ 1 year experience as Data Entry Operator at Info Park, Cochin
- ❖ 3 years of experience as Customer Service Executive at MTS India, Cochin
- ❖ 4 years of experience as Data Entry Operator at Aman Typing, Ajman, UAE

PERSONAL DETAILS

Father's Name	:	Abdul Latheef
Sex	:	Female
Date of Birth	:	01/08/1985
Language Known	:	English, Hindi, Malayalam
Contact Number	:	00918590274184
Email	:	lijiyashanavas2@gmail.com
Nationality	:	Indian
Marital Status	:	Married

PASSPORT DETAILS

Passport No	:	L1744934
Date of Issue	:	27/04/2013
Date of Expiry	:	26/04/2023
Place of Issue	:	Trivandrum

DECLARATION

I **LIJIYA SHANAVAS**, do here by declare that all the information provided by me above is true, correct and complete to the best of my knowledge and belief. It is the short Profile about me. I have great gratitude to yourself for spending your valuable time for having a glance in my Profile.

Place ; Punalur

Date :

LIJIYA SHANAVAS