



#### Address

Afna Manzil  
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Parippally, Kollam  
691574

#### Contact

+918590523109, +97155122385  
afnadileep786@gmail.com

#### Date of Birth

07.05.1999

## PROFILE

Detail-oriented individual with knowledge in the field of electronics, looking forward for show casting talent and securing higher position to increase enrichment of your company.

## SKILLS

Good communication - written and oral skills  
Excellent conceptual and analytical skills  
Effective interpersonal skills

## PERSONALITY

Communicative  
Punctuality  
Creativity  
Organized

## SOFTWARE SKILLS

Microsoft Word	● ● ● ● ● ●
Microsoft Powerpoint	● ● ● ● ● ●
Microsoft Excel	● ● ● ● ● ●

## LANGUAGES

English	● ● ● ● ● ●
Malayalam	● ● ● ● ● ●
Tamil	● ● ● ● ● ●
Hindi	● ● ● ● ● ●

# AFNA DILEEP

OFFICE STAFF

#### Linkedin

Afna Dileep

## EDUCATION

2014 - 2015

**Amritha Sanskrit Higher Secondary School Parippally**  
SSLC  
80%

2015 - 2017

**Ezhipuram Higher Secondary School**  
+2  
75%

2017 - 2020

**CHMM College for Advanced Studies Chavarcod Varkala**  
BSc.ELECTRONICS  
SCPA:6.47

## EXPERIENCE

July 2020 - present

**INFOLINE Software Marketing Company, TVM**  
Assistant Manager

Responsibilities: coordinated tracer activities;  
Conducted client assessments; Screened and trained new employees; Implementing workflow procedures based on the direction from the company's general manager; Supervising employees during day-to-day tasks.

## HOBBY



Reading



Games



Music



Cooking