

HEMA MALINI

Dubai

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WORK EXPERIENCE

- **Students Coordinator with Administrative Assistant , St. Mary's UPS Lourdes at Trichur, Kerala. India., , India**(Feb 2016 to Feb 2021)
- **Consultant & Administrative officer, Bharthiya Vidhya Bhavan Trichur, Kerala. India., , India**(Feb 2014 to Feb 2016)

EDUCATIONAL BACKGROUND

- **University of Calicut, Kerala. India, , Master Degree, 0, Commerce & Accountancy**
- **Info Educational Group, Kerala., , Post Graduate Diploma , 0, Computer Application**
- **Kerala IT Mission, India., , Post Graduate Diploma , 0, Information Technology**

SKILLS

- multitasking
- hardworking
- ms office

PERSONAL BACKGROUND

- **Birthday: - 1972-05-26**