

Dear Sir/Madam

This is to signify my interest to apply for a suitable vacancy in your esteemed concern. Please accept my curriculum vitae for consideration in the said post.

I am confident that I can fit into any challenging job. I consider myself goal-oriented, result-driven, organized, hardworking, flexible and with keen sense for details. I can work independently and easily with a team. I can set a target and accomplish work on a day to day basis. I am a believer of continuous learning to be able to cope in a fast paced environment.

I greatly appreciate you taking time to review my CV. I hope that you will find my qualifications, skills worthy enough to warrant a face to face meeting.

Respectfully yours,

**SHARU PRASAD**  
**Mob: 0502739115**

# CURRICULUM VITAE



**SHARU PRASAD**

Mobile No.: **0502739115**

E-mail: sharupravi132@gmail.com

## **CAREER OBJECTIVE**

To obtain a challenging and demanding job in an established or growing company to present my skills and contribute positively towards its growth which in a way will further enhance my knowledge and experience.

## **EDUCATIONAL QUALIFICATION**

- ✓ Bachelor of Business Administration in Aviation (BBA)

## **OTHER QUALIFICATION**

- ✓ Certification in Tally
- ✓ Diploma in 3D Max, Photoshop & Autocad,,MS Office

## **SOFTWARE SKILLS**

- ✓ Tally
- ✓ 3D Max
- ✓ AutoCAD 2D& 3D
- ✓ Photoshop

## **EXTRA SKILLS & CAPABILITY**

- ❖ Highly self-motivated and directed personality with keen attention to detail
- ❖ Able to analyze and visualize a problem or situation and think abstractly to solve it
- ❖ Able to handle and keep confidential information
- ❖ Able of exercising considerable judgment and discretion in completing assignments
- ❖ Has a flexible and hard-working approach to any challenge
- ❖ Good Communication

- ❖ Excellent interpersonal skills, has a helpful attitude and work well with others.
- ❖ Effective utilization of Resources
- ❖ Punctual, Loyal and hardworking personality

## WORK EXPERIENCE

### **Nethaji Group Of Companies, Kerala ,India**

Worked as an **Office Secretary cum Data Entry Operator** from 01-02-2018 till 31-07-2019

#### **Duties & Responsibilities**

- ❖ Respond to calls, emails, and routine letters
- ❖ Direct inquiries to the appropriate person
- ❖ Perform administrative tasks, including filing and photocopying
- ❖ Arrange, coordinate, and schedule meetings , prepare meeting documents
- ❖ Track inventory of office supplies and order more when necessary
- ❖ Write and distribute routine correspondence
- ❖ Maintain updated contact information for company employees, suppliers, and customers
- ❖ Greet visitors and direct them to the appropriate departments or individuals
- ❖ Prepares, compiles, and sorts documents for data entry.
- ❖ Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners

## PERSONAL INFORMATION

Date of Birth	: 31-05-1998
Marital Status	: Single
Nationality	: Indian
Gender	: Female
Languages Known	: English,Hindi & Malayalam
Visa Status	: Visit Visa
Availability	: Immediate

## DECLARATION

I here by declare that the above mentioned information is correct to the best of my belief and knowledge.

**SHARU PRASAD**