



CRISTEY MARY MATHEW

Email:

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Mobile: 056 760 8048

Personal Data:

Father's Name : V J MATHAI

Age : 23

Date of Birth : 07-09-1997

Place of Birth : RAK, UAE

Blood Group : B+

Religion : Christian

Sex : Female

Nationality : Indian

Marital Status : Single

Language : English,
Malayalam &
Hindi.

Passport Details:

Passport No. : M2144073

Date of Issue : 22/09/2014

Date of Expiry : 21/09/2024

Place of Issue : Trivandrum

Visa Status : Visit Visa Valid
till 26 Sep,2021.

Objective

A motivated, adaptable and responsible computing graduate seeking a position in an IT position which will utilize the professional and technical skills. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

Academic Qualification

- BTECH in Computer Science and Engineering from Believers Church Caarmel Engineering College (KTU University), Perunad, Kerala in year 2019.
- Higher Secondary from St. Therasas Bethany Convent Higher Secondary School, Chengaroor, Kerala in year 2015.
- High School passed in year 2013 from Good Shepherd Public School, Thengana, Kerala (CBSE).
- KG up to 6th Standard from Al Manal Private School, RAK, UAE.

Experience

Administrative Assistant - 01/11/2019 to 31/12/2020.

I NET INFOTECH, KOCHI, KERALA.

Job Responsibilities and Tasks:

- Answer phone calls, schedules meetings and supports visitors.
- Setup presentations for office meetings.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors.
- Carries out administrative duties such as filing, typing, copying.
- File and retrieve corporate documents, records and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Perform general office duties, maintaining records management database systems and performing essential bookkeeping work.
- Prepare invoices, reports, memos, letters, financial statements and other documents using wordprocessing, spreadsheet, database.

Professional Qualifications

- Programming language : C, C++, Python.
- Computer Application : MS Office like Word, Excel, Powerpoint.
- Accounting & Tally.

Extra-Curricular Activities

- Participated as co-ordinator and volunteer in National Service Scheme (NSS).
- Participated in quiz competitions in schools and colleges.

Achievements

- Graduated with a first-class honours degree.

Skills

- Punctual.
- Ability to work with confidence and having good time management.
- Good interpersonal skills and ability to work under pressure.

Declaration

I hereby declare that all the details mentioned above are my own and are true to the best of my knowledge.

Place : Kerala

Date :25/08/2021

CRISTEY MARY MATHEW