

CARRICULUM VITAE



HARITHA S J

Mobile : +971 56 2285357

E-mail : harithasj93@gmail.com

PROFESSIONAL OBJECTIVE:

To secure a challenging position within a progressive and innovative company using my knowledge, experience and communication skills and to make a positive contribution towards the organization, while staying abreast with the current technology and practices.

EXPERIENCE :

Front Office Administrator

Executive Center For Physiotherapy, India. (05/04/2018-05/10/2019)

- Managed answering incoming call and oversaw phone system.
- Maintained databases and managed photocopying and scanning.
- Handled greeting patients and their queries.
- Imparted administrative support and managed receptionist duties.
- Coordinated with office services manager.
- Handled official site of the organization.

EDUCATIONAL BACKGROUND:

- Degree of Master of Science (Zoology) : University of Kerala, India.
- Degree of Bachelor of Science (Zoology) : University of Kerala, India.
- Plus Two : Kerala Higher Secondary Board, India
- S.S.L.C : Kerala Public Education Board, India

CERTIFICATION:

- Certification on Computerized Office Management.
- Certification on Typewriting English and Computer Word Processing Lower.
- Certification on Typewriting Malayalam and Computer Word Processing Lower.

COMPUTER KNOWLEDGE:

- MS Office (Word, Excel, PowerPoint).

LANGUAGES KNOWN:

- Malayalam
- English
- Hindi

STRENGTHS:

- Responsible Attitude.
- Ability to work both individually as well as a team.
- Sincere, hardworking and patient.
- Fast Learner.
- Ability to behave according to situation.
- Comprehensive problem Solving.

PERSONAL PARTICULARS:

Date of Birth : 26-11-1993
Nationality : Indian
Gender : Female
Marital Status : Married
Passport no. : T 8349290
Religion : Christian.

PASSPORT DETAILS:

Passport no. : T 8349290
Place of Issue : Thiruvananthapuram
Date of Issue : 18-09-2019
Date of Expiry : 17-09-2029

I hereby declare the information furnished above is true to the best of my knowledge and belief.

HARITHA S.J.