

RESUME

SREELAKSHMI T M
AL YARMOOK FURNITURE
NEAR OLD ETISALAT
FUJAIRAH,UAE
CONT: NO : +971545979319
sreelekshmitm43@gmail.com



CARRIER OBJECTIVE

Intend to build a career in leading institution of hi-tech environment with committed and dedicated people who help me to explore myself fully and realize my potential. I hope my hardworking attitude with sincere and loyal nature may enable me to achieve my carrier objectives.

ACADEMIC QUALIFICATION

- Bsc Botany - MG University
- Plus Two - Board of Higher Secondary Kerala
- SSLC - Board of Public Education Kerala

PROFESSIONAL QUALIFICATION

- **Computer Operator & programming Assistant (COPA) and PGDCA**

WORKING EXPERIENCE

- Position Held : **Receptionist** the company : **MRF Tyres (2017 to 2018)**
- **Front office staff** the company : **Sarathy Autocars (Maruti Suzuki)**

Duration : (2019-2020)

IT SKILLS

- General : M S Office
- Operating system : Windows

PERSONAL DATA

Date of birth	:	29/04/1995
Gender	:	Female
Nationality	:	Indian
Religion & Cast	:	Hindu
Marital status	:	Married
Father's Name	:	T R Madhusoodhana Panicker
Languages known	:	English & Malayalam
Passport No	:	V2839825

DECLARATION

I hereby declare the above written particulars are true to the best of my knowledge and belief. I will be held responsible for any deviation from the above mentioned details.

Place : Fujairah

(SREELAKSHMI T M)

Date: