

# CURRICULUM VITAE



## Personal profile:



Name

**Jashina Prathyush**



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Contact

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Marital Status : Married

Date of Birth : 01.Apr.1993

Gender : Female

Nationality : Indian

Passport No : U9652297

Visa Status: Husband Visa

Language :  
English-Hindi-Malayalam

## **Objective**

Seeking a challenging position in the Service industry wherein my Analytical, Interpersonal skills and Managerial skills could be utilized to the hilt. I look forward, to work in an organization that offers me an opportunity for growth, both professional and personal

## **Executive Credentials**

- Ambitious learner with an aim to achieve higher standards.
- Ability to deal with people from diverse range of culture and background.
- Excellent communication and people management skills

## **Academic Record**

**Graduation :** B-Tech Electronics and Instrumentation (2016)  
(CUSAT)

## **Experience**

### **X-Man Technology Solutions (www.xmantech.in)**

Designation : **Office Assistant**

Duration : From May-2019--Mar-2020

## **Job Responsibilities**

Receive, register, verify and process all data and ensure transactions are correctly recorded.

Customer services.

Customers collection follow-up & reduce due outstanding

Data operations.

Documentation.

Prepare customer's statements,

Also responsible for other duties assigned by manager.

Involved in employees interaction, manage company events

Managing employee Joining and Exit Formalities

Documented and prepared reports on management and information systems; presented same to manager

Post and process journal entries for accrued expenses and daily revenue.

Process petty cash claims.

### **Worked as a Tutor (2018-2019)**

#### **Computer Knowledge**

- Well versed with MS office suite applications and Internet.
- Outlook Express
- Typing Skills

#### **Academic Projects & Training**

G-touch implementation for transparent touch screen by LLP technique using FPGA

Wireless Notice Board Using ARDUINO

#### **Declaration**

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

**Jashina Prathyush**