

**BASIC MATHS
SKILLS.EXCELLENT
INTERPERSONAL
COMMUNICATION.RESOLVE
PROBLEMS**

SHINY.R,
shyshiny1@gmail.com
0567316843



SUMMARY

Cashier cum executive assistant with nearly two experience. Dependable and devoted executive assistant. A dedicated primary education teacher with state standards.

CAREER OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognize the value of hard work and trusts me with responsibilities and challenges

SKILLS

**Hard working,
Management**

Ability to work hard autonomously as well as in a Team. Hard Working with good communication skills

EXPERIENCE

Jul-2010 - Jun-2012

Cashier, Executive assistant

Muthoot Finance LTD

Jun-2009 - Mar-2010

Teacher

SGS Matriculation Higher Secondary School

EDUCATION

Degree/Course	Year of Passing
10th	2002
Christuraja Matriculation Higher Secondary School , CBSE	
12th	2004
Christuraja Matriculation Higher Secondary School , CBSE	
B.Sc	2007
Lekshmipuram College of Arts and Science , M.S.University	
MCA	2010
S.T.Hindu College , M.S.University	

STRENGTHS

Quick learner, Adaptability, Critical thinking, Coaching people

AREAS OF INTERESTS

, Travelling, Art, Gaming

HOBBIES

Reading, Gardening.

PERSONAL DETAILS

Address	Al Dayafa Building, Near Al Nadha Park, Al Nadha, Sharjah.
Passport detail	M5156458 Passport Validity : 07//01/2025 Visa Type : Visit Visa Visa Expiry : 05/11/2020
Date of Birth	23/03/1987
Gender	Female
Nationality	Indian
Marital Status	Married
Languages Known	Tamil, Malayalam, English

DECLARATION

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



SHINY.R,