

CURRICULUM VITAE

GILNA UK



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Mobile: 8086492974

Personal Data

Date of Birth: 19-08-89
Sex: Female
Marital status: married
Nationality: Indian
Passport No: P2201289

Languages Known:
English, Malayalam

Permanent Address

Uttukulathil(H)
Edakkad(PO)
Calicut
Kerala, 673005

CAREER OBJECTIVE

- To work in a compatible environment, this would prove my skill and the ability to fly among giants.
- To be a successful entrant in carrying out tasks effectively in the Organization

ACCOMPLISHMENT

- A hardworking person with a strong sense of cooperation and strict adherence to discipline and dedication.
- Enthusiastic and committed to maintain quality and efficiency.
- Good organizational skills and optimistic.
- A self confident and positive attitude person.
- Timely conscious in discharging my duties to the entire satisfaction of my superiors.

ACADEMIC QUALIFICATIONS

- **B.COM** FROM CALICUT UNIVERSITY
2010
- **12th** from National Open School Nadakavu
Kozhikode 2007
- **10th** from Govt.HSS Kunduparamba
Edakkad , Kozhikode 2005

TECHNICAL QUALIFICATIONS

- Typewriting Lower & Computer Word Processing Lower course of Govt. of Kerala under Board of Technical Examination in Sept-2006
- Data Entry Operator course from Govt. ITI Kozhikode in March -2008
- Computer Teacher Training of Kerala state Rural Women's Rutronix in Feb-2010
- Effective IT Teaching, Basis Accounting & Tally, DTP in Feb-2010

EXPERIENCE DETAILS

- 1 Year experience as computer Teacher in Sree Narayana central school from 2010 June to 2011 March
- 2 Year experience as DMS Operator in Adithya Honda, Kozhikode (Honda Dealer) from 2011 April to 2013 Aug.
- 1 Year experience as DMS Operator & Showroom Incharge in Veekey Motors, Kozhikode (TVS Three Wheeler Dealer) from April 2015 to May 2016
- 2 year experience as Office Executive in APCO Group, Kozhikode from June 2016 to July 2018
- Working as DATA ENTRY OPERATOR (COVID19) in AZA DIAGNOSTIC CENTRE, Kozhikode since JULY 2020

DECLARATION

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

Place : CALICUT

Date :

GILNA UK

