

Neethu VN

Contact

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Languages

- English
- Malayalam

Personal Details

- DOB: 07/07/1990
- Marital status: Married
- Nationality: Indian

Summary

A highly organized and hard-working individual looking for a responsible position to work in an organization that provides a conducive environment for professional and personal growth where my knowledge and acquired skills can be honoured for mutual betterment.

Skill Highlights

- Software proficiency
- Communication skill
- Teamworking skills
- Good Presentation Skill
- Microsoft office
- customer service and relationship-building skills
- Enthusiastics

Experience

- **Site secretary (document controller)** – 2014, WAFI Mall extension project
 - Perform all clerical works which include filing, typing, photocopying, fax correspondence and other works being assigned from time to time
 - Maintaining and updating the database and also manual filings.
 - Dealing with other staff or visitors, on phone or in person
 - Log incoming and outgoing documents.
- **Assistant lecturer in computer science** (2016 - 2017, Collage of Applied Science, Kerala)

Academic Projects:

- Spectrum Softech Solutions Pvt.Ltd. Kochi, Kerala.
Online Customer Relationship Management software (ASP.net &MySQL).

Education

- **Master of Computer Application (M.C.A)**, Kannur university, Kerala (year 2014)
- **Bachelor of Science (BSc. Computer Science)**, Kannur university (IHRD), Kerala (year 2011)