**RESUME**

**TEENA K ALEX**

**Kadamanthadam Alex Bhavan**

**Mukkoodu P.O**

**Kundara, Kollam**

**Kerala**

**Pin: 691503**

Mob: +971 543225955

**Email:****teenaalex25@gmail.com**

**CAREER OBJECTIVE**

To work in an open, exciting and professional environment having excellent growth prospects and contributes to the growth of the organization as well as myself by meeting or exceeding the organizational expectations.

**PROFESSIONAL EXPERIENCE**

I was worked as a Customer Relationship Officer in Bharati Airtel Kochi for 02/11/2016 to 14/10/2017.

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **School/College** | **Discipline/ Specialization** | **University / Board** | **Year Of Passing** | **Aggregate (%)** |
| **B. Tech.** | TKM Institute Of Technology, Kollam | Electronics And Communication | CUSAT | 2015 | 65 |
| **Plus Two** | TKM , Kollam | BiologyScience | Department Of HSE Kerala | 2011 | 80 |
| **10th****Standard** | Little Flower English Medium Kollam | General | Kerala state board | 2009 | 80 |

**KEY SKILLS AND CHARACTERISTICS**

**Interpersonal skills**

Ability to create rapport quickly and maintain positive business relationships with clients and staffs.

**Technical skills**

* Operating Systems: MS Windows 2003/XP/7/ 8,10, RedHat, CentOS
* Applications : Microsoft Office
* Programming Languages : C, PHP, HTML

**PERSONAL SKILLS**

* Smart.
* Hard Working
* Energetic
* Enthusiastic
* Confident.
* Optimistic
* Punctual
* Social and Helpful
* Motivating
* Analytical

**PERSONAL DETAILS**

* Date of Birth : 28/08/1993
* Gender : Female
* Maritial Status : Married
* Languages known : English, Malayalam
* Nationality : Indian

**PASSPORT DETAILS**

* Passport No : S1181290
* Date of Issue : 01/05/2018
* Place of Issue : Trivandrum
* Date of Expiry : 30/04/2028

**DECLARATION**

I hereby solemnly declare that information given above is true to the best of my knowledge and belief.

Place:

Date: **TEENA K ALEX**