



SUPRITHA.S

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Present Address:

Vadakee Veedu, Karipody
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PERSONAL DETAILS:

Date of Birth:

16/01/1992

Name of Father:

B.SUNDAR

Marital Status : Married

Nationality : Indian

State : Kerala

➤ Summary:

I believe in simple living and high thinking sincere endeavor in key to success. My motivation capacity and hard work are my strengths.

➤ Career Objective:

Highly organized seeking challenging opportunities in your esteemed institution wherein I could get more exposure on my career and I can utilize my skills and knowledge which will contribute towards organization growth.

➤ Computer Knowledge:

- Higher Diploma in Computer Application
- MS Office
- Tally 9
- C, C++
- Basics of Hardware & Networking
- Adobe Photoshop

➤ Skills :

- Leadership Quality
- Good Communication skills
- Flexible to work at any environment
- Hardworking, dedicated towards my works , punctual.

➤ Qualification:

- Higher Diploma in cooperative management under Delhi University, India .Aggregate marks secured -74.13%. (2019)
- M.com in Shree Gokarnanatheshwara College, Gandinagara, Mangalore, Karnataka. Under Mangalore University. Aggregate marks secured -70.02%. (2014)
- B.com in Besant Women's college, Kodialbail, Mangalore, Karnataka .Under Mangalore University. Aggregate marks secured – 66.32%. (2012)

Words that describe me:

To achieve success by dint of will Power, Determination & sustained hard work.

Hobbies/interest:

Reading, Listening Music, Traveling and Interacting with people.

Languages Known:

- To speak: English, Hindi, Malayalam, Kannada, Tulu
- To read and write; English, Hindi, Kannada

Extra Activities:

Healthy participation in all inter college competitions Like Elocution, Essay Writing, Debate....

Expectation:

A congenial working environment & Opportunity for growth.

➤ Area Of Interest:

- Computerized works
- Marketing
- Supervising

➤ Work Experience

- 3 years 7 Months working Experience as a Ward Secretary in Highland Hospital & Research Centre , Mangalore, India. (2019-2023)
- 1 Year 4 Months working Experience as a Probationary Clerk in the Karavali Credit Cooperative Society Ltd, Mangalore, Karnataka ,India. (2017-2019)
- 1 Year 8 Months working experience as a cashier with Billing Executive in Indiana Hospital & Heart Institute(NABH Accredited) ,Mangalore ,India. (2014-2016)

➤ Extra-Curricular Activities:

- Farmer member of NSS (National Service Scheme)
- Participated in Inter collegiate national level fest .
- Attended soft skill training programme conducted by Asta Academy.
- Done internship in Taj Motors, Kankanady, Pumpwell , Mangalore (2013).

I hereby declare that above mentioned details are true within mysense and knowledge.

Place :

Date :