

Soumya Suseela



Contact

Mobile No : 0588568312 &
0544822759

Email:

soumyadiya88@gmail.com

Passport Details

Passport No : U8427792

Issue Date : 05/01/2021

Expiry Date : 04/04/2031

Place of Issue : Trivandrum

Personal Details

Father name:

Mr. Gopinathan

DOB:

09/05/1988

Marital status:

Married

Religion:

Hindu

Nationality:

Indian

Skills



Communication.



Ability to Work under Pressure.



Decision Making.



Time Management.



Self-motivation.



Conflict Resolution.



Leadership.



Adaptability.

CARRIER OBJECTIVE

To work in a challenging and competitive environment where I can improve my knowledge and where my capabilities can be applied for the development of the organization.

WORKING EXPERIENCE

- 02-year experience as a office assistant at Thumbay hospital AJMAN, UAE (Presently Working).
- 02-year experience as a customer relation executive at Krthi Publication Kerala.
- 02-year experience as a Research assistant at Lals Publication Kerala India.
- 04 year experience as a cashier and receptionist at Shibinn chicken corner Kerala India

JOB RESPONSIBILITIES

- Managing workflow.
- Training new hires.
- Creating and managing team schedules.
- Reporting to HR and senior management.
- Evaluating performance and providing feedback.
- Identifying and applying career advancement opportunities.
- Helping to resolve employee issues and disputes.
- Setting goals for performance and deadlines in ways that comply with company's plans and vision
- Receive complaints and resolve problems
- Maintain timekeeping and personnel records

EDUCATIONAL QUALIFICATION

- MA. B.Ed

COMPUTER QUALIFICATION

- Windows XP , VISTA & Windows 8 Operating system
- Ms Word , Excel & MS Power point

LANGUAGE KNOWN

English ,Hindi, Malayalam & Tamil

DECLARATION

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I assure you sir that, if I am given a chance, I will provide my untiring efforts to the fullest satisfaction of my superiors.

Soumya Suseela

