



Asitha S

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ABOUT ME

Myself Asitha S and i completed BCA under Kerala university. I have total 2.5 years of experience in multiple organization

WORK EXPERIENCE

Administrative office assistant

VSAN Persue edu solution [02/01/2023 – 10/12/2023]

City: Aroor | Country: India

Administrative works
Team leading
Student Counseling
Front office operation
Telephone operation
Video Content creation
Buisness development

Branch office administrator

A2Z Institute of heavy equipment [05/03/2022 – 06/12/2022]

City: Cherthala

Entire Branch Operations
Administration works
Online documentation
Team member training

Customer service representative

Matsapp [02/07/2021 – 20/02/2022]

City: Thrissur | Country: India

Telemarketing
KYC Collection

EDUCATION AND TRAINING

Bachelor of Computer Application

Kerala University [05/07/2014 – 30/09/2017]

City: Cherthala | Country: India | Website: www.keralauniversity.ac.in | Level in EQF: EQF level 6

Technical Higher secondary

Technical Higher secondary school(IHRD)Pallipuram [01/07/2012 – 30/03/2014]

City: Cherthala | Country: India | Level in EQF: EQF level 4

High School

Government Girls Higher Secondary School [02/06/2011 – 30/03/2012]

City: Cherthala | Country: India | Level in EQF: EQF level 1

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

COMMUNICATION AND INTERPERSONAL SKILLS

Telephone etiquette at TCS ion Telephone etiquette at TCS ion digital learning platform on 2023

MANAGEMENT AND LEADERSHIP SKILLS

Management and leadership skills

Leadership

Organizing

Time management

Problem solving

HOBBIES AND INTERESTS

Reading