



# AMRUTHA JOY

ASSISTANT ADMINISTRATOR

## CONTACTS



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## SKILLS



Public Relations



Teamwork



Time Management



Leadership



Effective Communication



Critical Thinking



## PERSONAL DETAILS



Passport No: C5982148

Date of Issue: 10/12/2024

Date of Expiry: 09/12/2034

Date of birth: 03 Nov 1996

Nationality: Indian

Marital status: Married

## WORK EXPERIENCE



2019  
2021

### STUDY ABROAD CONSULTANT

#### Leadz Study Abroad | Perinthalmanna

As a Student Abroad Counselor, I have provided guidance and support to students interested in studying abroad, developed and maintained relationships with universities and institutions abroad, staying up-to-date on program offerings and requirements.

2018  
2019

### ASSISTANT ADMINISTRATOR

#### Actizo Marketing | Perinthalmanna

This was part of my internship after the Accounts Assistant using tally course. I have handled multiple roles here like assistant administrator and tele caller.

## EDUCATION



2025

### HIGH SCHOOL DIPLOMA

#### STC, Cochin | Cochin

Currently pursuing a Data Analytics course, developing skills in data analysis, visualization and interpretation to drive business insights and informed decision making.

2018

### HIGHER NATIONAL CERTIFICATE

#### Perinthalmanna

Through the course I gained practical skills in financial record keeping, accounting software and financial reporting.

2017

### BACHELOR OF SCIENCE

#### MSTM Arts and Science College

Studied Computer Science and Statistics as major subjects. Developed strong analytical and problem solving skills with a solid foundation in mathematical theories and applications. Also completed a project on topology.

2014

### HIGH SCHOOL DIPLOMA -12TH

#### GGVHSS | Perinthalmanna

Completed higher secondary education with biological science stream. .

2012

### HIGH SCHOOL DIPLOMA -10TH

#### Presentation Higher Secondary School

Completed high school education with 8 A+ and 2 A.