**SHYNI MEENAKUMARY VIJAYAN**

DUBAI, UAE

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**CAREER OBJECTIVE**

# Seeking a challenging and responsible position to work in a progressive organization with pleasant, dynamic and motivating environment that fosters innovation, challenge and promotes professional as well as personal growth, where I can apply my skills, professional knowledge and competences.

# PROFESSIONAL PROFILE

A result oriented professional with proven success of over 15 years in administration assistant cum data entry operator in hospital & school.

 **WORK EXPERIENCE**

* Worked as **Data Entry Operator in Softech Computer Centre**, Trivandrum, Kerala.
* Worked as a **computer teacher in an aided school** ( Kunnuvaram Upper Primary School, Kerala) from 2008 to 2012.
* Worked as **administrative assistant cum data entry operator in AMCRI Hospital** (Attingal Medical Centre & Research Institute) from 2012 to 2013.
* Worked **as administrative assistant cum data entry operator in CBSE school (Mother India International Residential Public School, Trivandrum, Kerala)** from 2013 to 2016.
* Working **as administrative assistant cum data entry operator in CBSE school (Blue Mount Public School, Trivandrum, Kerala)** from 2018 to till now.

**DUTIES AND RESPONSIBILITIES:**

* All computer related works.
* Admission related works.
* All DTP works.
* Clerical works.
* CBSE (Central Board of Secondary Education) related works.
* Data Entry works.
* Accounts related works.

**EDUCATION QUALIFICATION**

* SSLC (Secondary School Leaving Certificate)

Name of the institution : Government Girls Higher Secondary School, Attingal

Year of passing : 1999

Percentage of marks : 63.66 %

* VHSE (Vocational Higher Secondary Education)

Name of the institution : Government Vocational Higher Secondary School, Alamcode

Year of passing : 1999-2001

Discipline : Maintenance & Operations of Bio-Medical Equipment.

Percentage of marks : 72 %

* POLYTECHNIC DIPLOMA

Name of the institution : Government Women Polytechnic College, Trivandrum

Year of passing : 2001 – 2004

Discipline : Diploma in Instrument Technology

Percentage of marks : 72 %

* COPA (Computer Operator & Programming Assistant)

Name of the Institution : Regional Vocational Training Institute, Trivandrum

Year of passing : 2005

Percentage of marks : 80 %

* Computerized Accounting (Tally)

Name of the institution : Government college , Attingal, Trivandrum

Year of passing : 2006

Percentage of marks : 80 %

# PERSONAL DETAILS

Date of Birth  18th January 1984

Nationality  Indian

Marital Status  Married

Visa Type  Visiting Visa

Passport No.  V6616466

Languages KnownEnglish, Malayalam , Hindi & Tamil

**DECLARATION**

I hereby declare that the above statements in resume are true and correct to the best of my knowledge.

Place : Dubai

Date : 29-12-2022  **SHYNI MEENAKUMARY VIJAYAN**