

Abiya Mathew

7356485517

abiya8111@gmail.com

Objectives:

- To work for an organization which provides ample opportunity to improve my skills and knowledge to growth along with the organization objectives.

Experience

- Worked in Vindhya E-info media in Bangalore as a Customer Support Executive from March 2023 to January 2024

Academic Qualifications:

| Course | Board of examination | Year of Passing | Percentage |
|--------|---|-----------------|------------|
| +2 | Kerala Board of Higher Secondary Education. | 2013 | 83.66% |
| SSLC | Kerala Board of Secondary Education. | 2011 | 57% |

Additional qualifications:

- Career Centric Computer training, RCG Foundation Kakkanad, 2018.

Technical skills:

- Proficient in Microsoft Word and Microsoft Excel for creating and managing documents, spreadsheets, and reports.
- Experienced in web browsing to conduct research, gather information, and stay up-to-date on the latest trends and technologies.

Personal skills:

- Good communication skill.
- Time management.
- Problem-solving ability.
- Adaptability.
- Teamwork and collaboration.

- Active listening skills.
- Interpersonal skills.

Achievements:

- As part of our community project, our group collected over 9,000 items of clothing and distributed them to individuals in need.
- Secured the first prize in the group song competition at the state-level youth festival held by the Special School.
- Contributed to social work by providing computer classes to underprivileged tribal students in Attapady.

Personal Profile:

Name : Abiya Mathew

Date of birth : 10/05/1996

Marital status : Married

Father's Name : Mathew

Mother's name : Celine

Address : Puthiyakudi house,

Rajapuram P O,

Kasaragode,

671532

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: 10/03/2023

Place: Kasaragod.

Signature: Abiya Mathew