



ARCHANA KM

PROFILE

I'm an organized, efficient and hard working person and am willing to discover and accept new ideas which can be put into practice effectively. I'm a good listener and learners, able to communicate well with a group and on an individual level. I'm able to motivate and direct my talents and skills to meet objectives.

DATE OF BIRTH

21/03/2000

CONTACT ME

+91 7356012861

archanakm861@gmail.com

Kunnumpurath House
Arpookara, East P.O
Kottayam, Kerala
India

➤ EDUCATION

SB COLLEGE CHANGANASSERY

MA Malayalam

BK COLLEGE AMALAGIRI

BA Malayalam

➤ LANGUAGE

English

Malayalam

➤ COMPUTER SKILLS

MS Office

Excel

Tally & GST

Slide presentation.

➤ EXPERIENCE

WESPO HR CLUB

Academic Counselor (1 yr)

➤ PERSONAL INSIGHTS

Confident and Determined

Excellent communicable skill

Good team player

Hard working and Positive thinking