



# LEONA JOSEPH

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**Date of birth:** 01/02/2000 | **Nationality:** Indian | **Gender:** Female |

**Phone number:** (+91) 8921720576 (Home) | **Email address:** leona8606124431@gmail.com

**Address:** Chirayil House Era P.O, Neelamperoor Alappuzha , 686534, Kerala, India (Home)

## ● ABOUT ME

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I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

## ● WORKEXPERIENCE

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03/09/2021 - CURRENT Attingal, Kerala, India

### **OFFICE ADMINISTRATOR, Saro Sanitary**

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- Manage front desk operations and reception duties.
- Coordinating administrative tasks such as filing and data entry.
- Providing exceptional customer service and support.
- Assisting with accounts and book keeping.
- Maintain office supplies and inventory.
- Create and update electronic records of clients.
- Maintain confidentiality and show discretion.
- Keep financial statements and documents.
- Maintain relationships with key persons.

## ● EDUCATION AND TRAINING

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2018 - 2021 Andhra Pradesh, India

### **BSC FORENSIC SCIENCE** Aditya degree college

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2018 kerala, India

### **SENIOR SECONDARY SCHOOL** kerala board, St Theresa's HSS Vazhapally, kerala, India

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2016 kerala, India

### **SECONDARY SCHOOL LEAVING CERTIFICATE** kerala board, St Theresa's HSS Vazhapally, kerala, India

## ● LANGUAGE SKILLS

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Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b> C2		C2	C2	C2	C1
<b>HINDI</b> C2		C2	C2	C2	C1

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

## ● DIGITAL SKILLS

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Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Social Media including Facebook, WhatsApp and Twitter

## ● ADDITIONAL INFORMATION

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### HOBBIES AND INTERESTS

#### Hobbies

- Reading
- Traveling
- Listening music

### COMMUNICATION AND INTERPERSONAL SKILLS

#### Interpersonal skills

- Awareness
- Caring about other people
- Collaborating and working well together with others
- Comforting people when they need it
- Clear communication skills
- Conflict management and resolution skills
- Constructive feedback
- Diplomacy
- Empathy for others
- Encouraging and inspiring people to do their best
- Flexibility in thinking and operating style
- Humour and light-heartedness

### PASSPORT DETAILS

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Passport Number : Y7572553

Date of Issue : 03/08/2023

Date of Expiry : 02/08/2033

Place of Issue : Cochin

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## **DECLARATION**

### **Declaration**

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I hereby declare that the above furnished information is true to the best of my knowledge and belief.