



Name : Jeleetta Mathew
Address : Kolettu(H) Thrickodithanam Po
Changanacherry
Date of Birth : January 30th 2001
Age : 20
Sex : Female
Email : jel220394@gmail.com
Contact Number : 9544153003
Religion : Christain
Caste : Roman Catholic
Nationality : Indian
Marital Status : Unmarried

Educational Qualification

- 10th from Cluny School Changanacherry (CBSE) in 2017 with 94% marks.
- 12th from St Teresas Bethany Convent Chengaroor Mallapally (GOVT Higher Secondary Board Kerala) in 2019 with 79% marks.
- Pursuing BA English Model 2 Administrative Assistant.

Achievements

- Won prize in A* 100m Relay and 4* 400m Relay.
- Proficiency awards.
- First position in Oppana in Talentia.
- Third position in Elocution and Recitation in Arts Festival.

Skills

- Dance
- Computer operating skills
- Anchoring
- Administrative

Character Skills

- Organisation

- Communication
- Determined
- Leadership
- Time Management
- Fast typing
- Eager to know about computer, software development, technologies, science, research, marketing.
- Do Powerpoint presentation, MS Excel, MS Word.
- Goal oriented
- Share and support post and argue regarding topics that create an impact in society.

Hobbies

- Reading novels
- Use social media platforms to interact
- Listening to music
- Learn new words and meanings in English

Strength

- Initiative
- Creativity
- Collaboration

- Confident

Weakness

- Self Criticism
- Too detail oriented
- Too sensitive

Languages known

Languages	Speaking	Reading	Writing
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	X	✓	X

I hereby declare that the above details are correct to the best of my knowledge.

Date: 10/02/2021

Name: Jeleetta Mathew

Place:Thrickodithanam

