

# **Resume**

**Ajeena Jalaludeen.**

Dubai Investment Park 2

Mob: **0544251070**

Husband no: 0559921879, 048156419.

E Mail: **ajeenajalal@gmail.com**

**First attempt in GCC.**



## **Office Assistant**

### **Experience**

- **Office Assistant** – Bismi Agencies Kerala –Distribution of Food products – August 2017 to September 2019.
- **Office Assistant cum Data Entry Operator** –BRC Ranny - SSA Pathanamthitta – Government of Kerala - November 2012 to May 2017.

### **Educational Qualification**

- Graduation in Chemistry M.G. University, Kerala .
- P.G. Diploma in Computer Applications.
- D.T.P (Desk- top publishing).

### **Skills**

- Computer Literate ( MS Word , Excel & Powerpoint ).
- Accuracy and Good attention to detail.
- Communication and interpersonal skills.
- Organizational skill and Office management skill.
- Fast-learner and able to work with less supervision.
- God – Fearing.

### **Personal details**

Date of Birth : 28-05-1988  
Marital Status : Married  
Languages Known : English & Malayalam  
Nationality : Indian  
Passport No. : J9140461  
Visa : Husband

## **DECLARATION**

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

Ajeena Jalaludeen.