

SHAHNA S

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WORK EXPERIENCE

- **Sr. Administrative Executive , M/s. ADMA GLOBAL GENERAL TRADING LLC (ALTIMA ELECTRONICS & HOME APPLIANCES), DUBAI, UAE, Dubai, United Arab Emirates(Sep 2014 to Nov 2018)**
- **Senior Customer Care Executive, M/s. BHIMA JEWELLERY BOUTIQUE, TRIVANDRUM, KERALA, INDIA, Kerala, India(Jun 2013 to Apr 2014)**
- **Administrative Executive & Guest Lecturer , M/s. ANNAI VEILANKANNI's GROUP OF EDUCATIONAL INSTITUTIONS, CHENNAI, INDIA, Chennai, India(May 2011 to May 2013)**

EDUCATIONAL BACKGROUND

- **Kerala university, Kerala, Master of Science, 2014,**
- **, , Diploma, 2012, Office Accounting**
- **Kerala university, , Bachelor of Education, 2006,**
- **, , Bachelor of Science, 2002,**

SKILLS

- **office accounting**
- **ms office**
- **team leader**

PERSONAL BACKGROUND

- **Birthday:** - 1984-01-06