



RAHANA K K

HR. ASSISTANT / HR. ADMIN

PROFILE

To pursue a challenging career in a professionally managed and progressive concern, in the field of HR. assistant to utilize my skills, result oriented personality and creative problem solving abilities, while exploring growth opportunities in the organization

CONTACT



DUBAI, UAE



+971-567858258



rahanakassim4@gmail.com



+971-567858258

WHY ME

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organizational goals.

LANGUAGE

English

Malayalam- Native

EDUCATION

Bachelor of Business Administration

College :- MES College, Erumely.

University/Board :- MG University

Batch :- 2017-2020

Higher Secondary School

School :- SNDP Higher Secondary School, Venkuranji,

University/Board :- Kerala Board of Higher Secondary Education

Batch :- 2015-2017

High School

School :- St Thomas Higher Secondary School Erumely

University/Board :- Kerala Board of Public Examination

Batch :- 2010

COMPUTER PROFICIENCY

Software :- Tally Basic

Operating System:- Windows 10/7/98/ 2000/ XP

ACHIEVEMENTS

- Participated in 3 days state level Volunteers Leadership Training Camp Jeevaram beethany Ashram, Mavelikkara, Alappuzha
- Successfully completed The Swachh Bharat Summer Internship during 2018
- 7 days rural camp experience a volunteer of Nation Service Scheme at MES College Erumely
- Active Volunteer of National Service Scheme at Higher Secondary and College level
- Completed Additional Skill Acquisition Programme offered by Bridge Point Skill and Network Private Limited conforming National Skill Qualification Framework Level - 4, held at GHS Keekozhoor, Pathanamthitta.
- Participated in the Flood Relief Activities organized by MES College Erumely

PROFESSIONAL SKILLS

MS Excel	80%
MS word	85%
MS Powerpoint	80%

PERSONAL SKILLS

Leadership	95%
Self-motivation	95%
Adaptability	95%
Well Organized	95%
Communication	95%

PERSONAL DETAILS

D.O.B :-21/10/1999

Gender :-Female

Religion :-Muslim

Nationality: - Indian

Marital Status: - Married

Visa Status :-Visit Visa

Passport Details:-PP No:U8351118

Permanent Address:-
Kunnel House,
Erumely P.O,
Erumely, Pin-686509,
Kerala State,India

DECLARATION

I hereby declare that the mentioned details are true to my knowledge and pledge that I will dedicate my duties to the entire satisfaction of the esteemed company.

Place: Dubai

Date:

Signatory

Rahana K K

PROJECT WORK DURING GRADUATION

- Done one month minor project on the topic **FINANCIAL POLICIES FORMULATION OF SMALL SCALE INDUSTRIES.**
- Done one month major project and internship on the topic **EFFECTIVENESS OF AFTER SALES SERVICE WITH SPECIAL REFERENCE TO INDUS MOTORS THEVARA, ERNAKULAM**

REFERENCE:

1. Mr. Jithesh K S
Assistant HOD
Department of Management Studies
MES College Erumely
Mob. +91 8606845479
2. Mr. Santhosh K K
Assistant HOD
Department of B.Com Finance & Taxation
MES College Erumely
Mob. +91 9946829552