



ARAFA A S

CAREER OBJECTIVE

To seek a suitable position utilizing the following background, be a part of an ever-growing organization and thereby becoming a strong asset and contribute my share of responsibilities

ACADEMIC QUALIFICATION

- **MASTER OF BUSINESS ADMINISTRATION** [PURSUING]
IGNOU
- **B COM WITH CO-OPERATION** [2017]
KERALA UNIVERSITY
- **HIGHER SECONDARY** [2012]
BOARD OF HIGHER SECONDARY EDUCATION, GOVT OF KERALA
- **SSLC** [2010]
BOARD OF PUBLIC EXAMINATIONS, GOVT OF KERALA

TECHNICAL QUALIFICATION

- **DCA** from **AET IT** (Technical Education Center)
Nedumangad, Trivandrum [2017]

PERSONAL SKILLS

- ✦ Comprehensive problem solving ability to deal diplomatically with people.
- ✦ Strong analytical and people management skills.
- ✦ Accuracy and Attention to detail.
- ✦ Willingness to adopt any kind of technology

CONTACT

ADDRESS

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SKILLSET

- ☒ TALLY
- ☒ MS EXCEL
- ☒ MS OFFICE WORD
- ☒ INTERNET

PASSPORT DETAILS

PASSPORT NO : S0068139
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PLACE OF ISSUE : TRIVANDRUM

◆ STRENGTHS

Take up responsibilities with the assurance of putting the best and consistent efforts to come up with effective results. I insist on getting the job done and work for efficiency and effectiveness. Being a fast learner I can quickly adapt to the surroundings, which a new job offers.

◆ PROFESSIONAL PROFILE

Highly organized and dedicated, with a positive attitude able to handle multiple assignments. Have good interpersonal communication skills. Thrive on working in a challenging environment. Punctual and honest.

◆ PERSONAL PROFILE

DATE OF BIRTH	:	07 – 01 – 1996
GENDER	:	FEMALE
MARITAL STATUS	:	MARRIED
NATIONALITY	:	INDIAN
LANGUAGES KNOWN	:	ENGLISH [FLUENT] HINDI [BASIC] MALAYALAM [NATIVE]

◆ DECLARATION

This is to declare that I, Arafa A S hereby testify that all the above information provided is true to the best of my Knowledge. I believe that my enthusiasm, eagerness, commitment and proactive nature will be best utilized in building a holistic work environment resulting in continued success.

PLACE :

DATE :

ARAF A S