

JASEENA H (ADMINISTRATION)

Al Nahda,Dubai,UAE-+971 586739049

jasi8hassan8@gmail.com

CAREER OBJECTIVE

I would like a career that gives me rich exposure through diverse assignment and working with people of high caliber. I would constantly look out for challenges,which would help me to achieve my personal and professional goals.

PROFESSIONAL PROFILE

- Have confidently and successfully conducted classes for under graduate students of Kerala University syllabus under one year guest lectureship in Kumbalathu Sankupillai Memorial Devaswom Board College Kollam Kerala.
- Have successfully completed the 21 days Residential Training in Communicative English and basic IT Skills under the training partner scheme of ASAP(Additional Skill Acquisition Programme) held at Sanatana Dharma College Alappuzha,India.
- Have confidently administrated the departmental functions including event cordination and records management during the guest lectureship period in KSMDBC.

OFFICE SKILLS

- Office management
- Records management
- Event management
- Database administration
- Travel coordination
- Calendering
- Front-Desk reception
- Executive support

COMPUTER SKILLS

- Diploma In Multilingual Computer Application (DCA) -from National Institute ,KOLLAM,kerala-2012-70%
- MS Office



jasi8hassan8@gmail.com

Personal skills:

- Communication (Written & Verbal)
- Organization
- Work under pressure
- Quick learner
- Attention to detail
- Phone Etiquette

Personal Data:

Date of Birth : 04/11/1993

Gender : Female

Nationality : Indian

Marital Status: Married

Languages Known:

English, Hindi, Tamil, Malayalam

Passport Details:

Passport No : U6628583

Date of Issue : 21-01-2020

Date of Expiry: 20-01-2030

Place of issue :Trivandrum

VISA Status :Visit

ACADEMIC PROJECTS

- “Myth and folklore in the plays of Girish Karnad :A Critical Analysis Of Bali The Sacrifice and Naga-Mandala”
- “Construction of Contemporary Indian Subjectivity : A Journey through Girish Karnad's Wedding Album and Vijay Tendulkar's Silence!The Court is in Session”.

EDUCATION

2015 – 2017	Post-Graduation :MA English (Language and Literature) -74% KSMDDB College Sasthamcotta,kollam ,Kerala University.
2012-2015	Graduation :B.A.English Language and Literature- 84% BJM.Govt.College Chavara,Kollam,Kerala University
2009– 2011	Higher Secondary :Science -87%, State syllabus. MSHS,Mynagappally,Kollam,Kerala.
2008-2009	General Education Depart- (SSLC) - More than 90% Full A+, State syllabus,MSGHS,Mynagappally,Kollam,Kerala.

DECLARATION

I here by declare that all the information furnished above is true to the best of my knowledge and belief.

JASEENA.H