

CURRICULUM VITAE

SHABANAZ N



Personal Data:

Date of Birth: 01/05/1997
Age: 24
Sex: Female
Nationality: Indian
State : Kerala
Marital Status: Married
Religion : Muslim
Husband : Zulficar Ashraf

Address :

Mattathuparambil house ,
Marampally P O
Aluva 683105
Ernakulam (Dist.)
Kerala. INDIA

Contact No's:

☎ +971 555920620
☎ +971 589179434

E-Mail:

shabanaznoorjahan@gmail.com

HOBBIES AND INTERESTS:

- Singing
- Traveling

CAREER OBJECTIVE

Seeking a career in a reputed organization where my professional experience and skills in the field of management can be applied for achieving its business objectives as well as my career goal

WORK EXPERIENCE

- Designation: Administrative Officer – Jua Travel Destination
Hire Date : December 2019 – October 2021
- Designation: Senior. Executive in Business Development –
Pappy Joe Enterprise Pvt.Ltd.
Hire Date : December 2018 – December 2019
- Designation : Executive(Administration) – Holiday Destination
Tours & Travels
Hire Date : June 2018 – December 2018

PERSONAL TRAITS

- Well organized, self-motivated.
- Excellent written and verbal communication skills.
- Dedicated and drive as a hardworking individual.
- Possess zeal to learn new concepts quickly and apply innovative ideas for achieving best results.
- Capable of making good interpersonal communication and relationship management.

SUMMARY OF QUALIFICATION

- **Master of Business Administration (MBA) :**
Bharathiar University, Coimbatore
Year of passing :Ongoing
- **Bachelor of Business Administration :**
University Institute of Technology, Thenmala, Kollam.
University of Kerala, Thiruvananthapuram.
Year of passing : 2018
- **Higher Secondary Education :**
Government Higher Secondary School Ottakkal, Kollam.
Higher Secondary Examination (HSE).
Year of passing : 2015
- **Secondary School Leaving Certificate (SSLC) :**
St.Goretti Higher Secondary School Punalur Kollam.
Year of passing : 2013

Linguistics:

English ,Malayalam &
Hindi (Read, Write &
Speak)
Tamil (Speak)

REFERENCES:

Mr. Anshad Haneefa
Manager (Sales)
PappyJoe Enterprise.
Ernakulam, Kerala
Ph:+91 9633190745

Shahanaz N
CEO
Jua Travel Destination
Ernakulam, Kerala
Ph:+91 7994947494

PROJECTS UNDERTAKEN

INDUSTRIAL PROJECT

COMPANY NAME : Kerala Electrical & Allied Engineering Co Limited Kundara
Kollam
PROJECT TITLE : Study on Effectiveness of Training on Employee Performance.
PROJECT PERIOD : 31 Days

STRENGTHS

- Timekeeping
- Dedication
- Team-player
- Flexible to any working conditions
- Confident
- Communication Skills

CO – CURRICULAR ACTIVITIES

- ❖ Volunteered the school arts fest.
- ❖ Best Classical Singer in school festivals.

SOFTWARE PROFICIENCY

- MS Office suit, Internet and Email

PASSPORT DETAILS

- Name in Passport : SHABANAZ NOOR JAHAN
- Date of Issue : 25.08.2021
- Date of Expiry : 24.08.2031
- Place of Issue : Cochin

DECLARATION

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

Date :

Place :

SHABANAZ N