

RASEENA T.A



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POST APPLIED FOR:

ADMINISTRATIVE ASSISTANT

CAREER OBJECTIVE:

Administrative Support professional offering versatile office management skills and proficiency in Microsoft office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

ACADEMIC QUALIFICATION:

- **MBA** in HR Bharatir University (pursuing)
- **HOSPITAL ADMINISTRATION**, TUV SUD Certificate , ISSD[International school of skill development] (pursuing)
- **POST GRADUATE**, Aryabhata college guruvayoor, university of Calicut 2018-2020.
- **BA (Bachelor of Arts)**, Sree Krishna College guruvayoor, University 2015 -2018.
- **PLUS TWO (MASM Higher secondary school)** venmenad, Thrissur, Kerala- March 2015.
- **SSLC (Secondary School Leaving certificate)** (LIGHS School, choondal, Thrissur, Kerala - March 2013.

KEY SKILLS:

- **Microsoft Office Management (Spreadsheets / reports / Front-desk Reception)**

KEY STRENGTH:

- High Ability and Adaptation skills to work within team.
- Good Organizational and problem solving skills.
- Ability to work in a high pressure environment.
- Ability to learn anything new in a short period of time.

PERSONAL INFORMATION:

Father Name : Abdul Rasheed T .M
Mother Name : Shahanas Rasheed
Date of Birth : 29/11/1997
Marital Status : Single
Nationality : Indian
Religion : Muslim
Gender : Female
Language Known : English, Malayalam, Hindi, Arabic.
Permanent Address : Theriyath House, Ariyannoor P.O, Thrissur, Kerala - 680102
Hobbies : Reading Books and Articles, Hearing Music

PASSPORT DETAILS:

Passport No : S 8947801
Place of Issue : Cochin
Date of Issue :
Date of Expiry :
Visa Type : Visit Visa

Declaration:

I hereby declare that, all the statements mentioned above are true and complete to the best of my knowledge and belief.

Raseena T A

Applicant Signature