




ASIKA PARVEEN. A

CONTACT

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SKILLS

Office automation
Ms office
Ms excel
Tally

INTERESTS

Surfing through internet
Learning languages
Art and craft making
Photography

LANGUAGES

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

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

1.08.2020 -	Barcode Executive Bhima Jewellers Verify the gross weight, net weight, making charge, stone charge etc..for creating barcodes in products
30.06.2022	
1.07.2022 -	Office Admin Limra International School Preparing, organising and storing information in paper and digital form. Dealing with queries on the phone and by email.
30.04.2023	
26.05.2023 - Till	Business Development Associate Nxtwave Disruptive Technology Researching potential new leads and keeping on top of developments in the industry.

EDUCATION

2017 - 2020	BA in English Literature The Madura College 61%
2015	SSLC Evrn Girls Higher Secondary School 88%
2017	HSC Evrn Girls Higher Secondary School 77%

STRENGTH

Patience
Dedication
Creativity
Discipline
Flexibility