

**MEHANAS.M.A**

MESHKAAT
BHANU ROAD
P.O.CHALAD
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Career Objective:

A fresh graduate seeking a challenging career with progressive organization that provides an opportunity to capitalize my skills and abilities in office administration and team coordination in a multi cultural environment.

Education

- Bachelor of Science in MATHEMATICS, Kannur University.

Computer Knowledge

- Web designing & Publishing
- HTML, CSS, Office Automation, Accounting knowledge in Tally software.

Personal skills

- Good communication skills.
- Highly organized and efficient.
- Ability to work independantly or as part of a team.

Participation

- Indian Army Pre-Recruitment Training (2 years course).
- National Service Scheme Volunteer.
- Junior Red Cross Volunteer.

Personal Details

Father's Name	: Muhammed Ashraf
Date of Birth	: 06-07-1999
Sex	: Female
Religion	: Islam
Marital Status	: Single
Languages Known	: English, Hindi, Malayalam
Nationality	: Indian
Driving License	: Indian Driving License Holder

Declaration

I hereby declare that the above furnished details by me are true and correct to the best of my knowledge and belief.

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