



## CAREER OBJECTIVES

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organisational goals.

## EDUCATION

### **Mahatma Gandhi Univesity-Kerala,India.**

BCom Finance & Taxation.  
2015 – 2018

### **Higher Secondary Certificate - Kerala,India.**

March-2015

### **Secondary School Leaving Certificate - Kerala,India.**

March-2013

## SKILLS

- Ms Office, Word, Slide- Presentation, spreadsheet Etc Microsoft tools Studied.
- Strong organizational and time-management skills.
- Exceptional communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Detail-oriented and able to handle multiple tasks simultaneously.
- Experience in managing budgets and handling financial documents.

## LANGUAGE

- Malayalam ( Speak, Write ).
- English ( Speak, Write ).
- Tamil ( Speak ).

## WORK EXPERIENCE

### **Digital Marketing .**

Digital Seva Kendhram , Kerala , India.

#### **Responsibilities:**

- Managed calendars, scheduled appointments, and arranged meetings and conferences.
- Prepared and distributed reports, presentations, and other materials.
- Handled confidential documents and maintained their proper organization.
- Coordinated travel arrangements and accommodations for executives and guests.
- Conducted research and prepared reports on various topics related to the company's operations and industry trends.
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence.

## DECLARATION

I hereby declare that the above information and facts are to the best of my knowledge and belief.

Place : Kottayam , Kerala

Date :

**Hudhasiya Rasheed**