

RESUME

YASMIN N

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➤ Objective:

Seeking new challenges which effectively utilize professional experiences with a progressive organization that has the opportunities for advancement using my academic, administrative and programming skills and commitment to perform quality work.

➤ Overview:

A result oriented self-starter, skilled learner and effective communicator, problem solver, with ability to focus on solutions, proactive, always challenging current procedures.

➤ Academic Credentials:

2014-2017	B.Sc Chemistry (M.K.University)
2017-2019	M.Sc Chemistry (M.K.University)

➤ Area of interest:

- ✓ DATA ENTRY
- ✓ DOCUMENT CONTROLLER
- ✓ OFFICE STAFF
- ✓ RECEPTIONIST

➤ Personal Skills:

- Able to work under pressure with ease and efficiency
- Excellent time management skills and ability to multi-task and priorities work
- Excellent written and verbal communication skills
- Good inter- personal relations and communication skills
- Knowledge of Computer Applications

➤ **Personal Data:**

- Father's name : K. Nagoorkani
- Date of Birth : 11-07-1997
- Sex : Female
- Marital status : Single
- Languages known : Tamil& English
- Nationality : Indian