

# AYSHA BATHOOL BINTH SAJID



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📍 Calicut,kerala,India

## SKILLS

- written Communication
- time management
- computer literacy
- decision making
- problem solving
- Organizational Skill
- Leadership Skill
- MS Office

## EDUCATION

- HIGHER EDUCATION  
Bsc Computer Science  
2020-2023
- SECONDARY EDUCATION  
Secondary school  
IndianSchool Fujairah UAE  
2018-2020

## PROFILE

Passionate, detail-oriented and responsible individual with multitasking skills, seeking a challenging position.

Skilled in prioritizing and completing tasks individually, with extensive knowledge in administrative skills and IT field.

I am looking forward for my first work experience.

## CAREER OBJECTIVES

To be part of an organization where my expertise and skill can be useful with potential career advancement in accordance to the contribution that I can offer, and to work with a reputed company and to contribute maximum to add to the success of the organization with sense of loyalty and commitment in an innovative way

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## STRENGTHS

- Highly self-motivated, self-starter,hardworking and team player.
- Adapt easily to new environment and responsibilities.
- Quick learner who is willing to learn and keep myself ahead with the latest skills in my field.
- Ambitious, career driven, innovative & have the ability to stimulate new ideas

## PERRSONAL DETAILS

Fathers :Mohammed Sajid mv  
Name : Aysha bathool bintH sajid  
age : 20  
Date of Birth :30/12/2002  
Nationality : India  
Gender :female  
Religion : Islam  
Marital Status : Single

## EDUCATION

- HIGHER EDUCATION  
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Secondary school  
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## DECLARATION

I hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief.

# AYSHA BATHOOL BINTH SAJID



## COVER LETTER

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Dear Hiring Manager,

I am applying for a IT/HR/administrative assistant position at your reputed organization. As a Student done Undergrad in Bsc computer science , I have the knowledge, creativity, and communicational skills needed to manage tasks efficiently. I am a highly organized individual with a keen eye for detail and I work well under pressure.

My skillset includes: Task management, Knowledge of computer, ms office, proficiency in administrative skills like data entry, phone calls, appointment bookings and email management, familiarity with Adobe illustrator and Photoshop, website management, SEO and other designing and marketing skills.

I am confident that my skills and experience would make me an excellent addition to your team.

Thank you for your time in considering me for your position. I would enjoy working for a highly esteemed institution such as yours, and I feel that I'd be a qualified fit for this role.

Sincerely,  
Aysha bathool bintah Sajid