



SAFA JABIN C P

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Address: Al-Arsh, Eyyadath (H), Eranhikkal PO,
Calicut, Kerala, India

Seeking a challenging and rewarding opportunity with an organization of repute which recognizes & utilizes my true potential while nurturing my analytical and technical skills.

QUALIFICATION

Qualification	Institute/College	University	Year
B.COM. (BACHELOR IN COMMERCE)	PROVIDENCE WOMENS COLLEGE	CALICUT UNIVERSITY	2017
+2 COMMERCE WITH COMPUTER APPLICATION	JDT ISLAM HSS	Kerala Higher Educational Board	2014
SSLC	JDT ISLAM NEW HOPE ENGLISH SCHOOL	NIOS	2011

PROFESSIONAL EXPERIENCE

- **JDT Islam College of Arts & Science**
Office Assistant (From May 2019 onwards)

EXTRA CURRICULAR ACTIVITIES

- Elected as ED Club leader for 3 years in College.
- Elected as event coordinator in inter school management fest.

KEY CURRICULAR ACTIVITIES

- Good interpersonal skills and ability to work.
- Urge to take new responsibilities and pursue them.
- Quick learner and adaptive by nature.
- Risk management, delegation, time management skills.
- Travelling
- Driving
- Drawing

TECHNICALSKILL

- OPERATING SYSTEM: MS - OFFICE
- Tally ERP.9

PERSONAL PROFILE

- Name : SAFA JABIN C.P
- Husbands Name : ARSHED ALI V.P
- Date of Birth : 08-02-1996
- Gender : FEMALE
- Nationality : INDIAN
- Languages known : ENGLISH , MALAYALAM , HINDI

DECLARATION

I hereby declare that the above given details are true to the best my knowledge and belief.

Safa Jabin C.P