

JASEELATH FARHANA .A

**K.B House, Near CHC, Kumbala,
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OBJECTIVE

My primary Objective is to create a truly competitive arena whenever I work. Always, my ultimate goal is to become an excellent self-sufficient and hardworking performer

AREAS OF EXPERTISE AND COMPETENCIES

- NEGOTIATION SKILLS
- ANALYSIS OF ALTERNATIVES
- SYSTEMATIC THINKING
- USER ORIENTATION
- DECISION MAKING
- COLLABORATION AND TEAM BUILDING
- RISK MANAGEMENT
- PROJECT MANAGEMENT
- INFORMATION GATHERING
- SOCIAL IMPLICATIONS OF TECHNOLOGY
- COST OR BENEFIT ANALYSIS
- USABILITY TESTING
- TECHNOLOGY EVALUATION AND SELECTION

SKILLS AND ABILITIES

- CREATIVE AND CRITICAL THINKING
- SYSTEMATIC IN WORK
- LOGICAL THINKING
- WORK INDEPENDENTLY AND IN TEAMS
- WRITTEN AND ORAL COMMUNICATION SKILLS
- KNOWLEDGE OF OPERATING SYSTEMS
- PROBLEM SOLVING ABILITY
- MULTI TASKING
- SUCCESS/ RESULT ORIENTED FOCUS IN WORK
- ORGANIZING/ SIMPLIFYING THE MODE OF WORK
- GOOD AT ACCOUNTS MANAGEMENT

Education

**B.A HISTORY, GOVT. COLLEGE KASARAGOD (2015-18)
M.A PUBLIC ADMINISTRATION, CENTRAL UNIVERSITY OF KERALA (2019-21)**

Technical Skills

- MS WORD
- MS EXCEL

Work Experience

NILL

Languages

- English
- Malayalam

Personal Details

Father's Name: Mr. ABDULLA
Birthday: April 12, 1998
Gender: Female

Marital Status: Single
Nationality: Indian

Declaration

I, Jaseelath Farhana .A, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Sd/-

Jaseelath Farhana .A