

**Arshiya Banu**

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## CAREER OBJECTIVE

I am flexible, reliable and possess excellent time keeping skills.

## SKILLS

|                  |                  |
|------------------|------------------|
| Creativity       | creativity       |
| Team Work        | team work        |
| Time Management  | time management  |
| Adaptability     | adaptability     |
| Communication    | communication    |
| Customer Service | customer service |

## EXPERIENCE

|                           |                                 |
|---------------------------|---------------------------------|
| Oct 2021 to Jun 2023      | <b>Malabar Gold And Diamond</b> |
| Receptionist              | welcoming customers             |
| Jun 2023 to Still Working | <b>Byjus</b>                    |
| Sales And Service         | sales and marketing             |

## EDUCATION

| Degree/Course           | Institute/<br>College                  | University/<br>Board  | Percentage/<br>CGPA | Year of Passing |
|-------------------------|--|-----------------------|---------------------|-----------------|
| Bsc Computer<br>Science | Sona College<br>Of Arts And<br>Science | Periyar<br>University | 74.20%              | 2021            |

## HOBBIES

Reading Books And Listening Music


## PERSONAL DETAILS

|                       |                               |
|-----------------------|-------------------------------|
| <b>Address</b>        | 17/3 Jalal Khan St Fort Salem |
| <b>Date of Birth</b>  | 14/06/2000                    |
| <b>Gender</b>         | Female                        |
| <b>Nationality</b>    | India                         |
| <b>Marital Status</b> | Unmarried                     |
| <b>Language Know</b>  | English, Hindi,Urdu,Tamil     |

## DECLARATION

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I do hereby declare that the above given statements are true and correct to the best of my knowledge.



Arshiya Banu