



SAFA.P S

📍 BABUL JAANAH MASJID KARUVELIPADY THOPPUMPADY, 682005 Kochi, india

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in <https://www.linkedin.com/in/safa-ps-5087b8242/>

👤 Profile

Secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Seeking an entry-level position to begin my career in a high-level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum. A highly organized and hard working individual looking for a responsible position to gain practical experience.

√ Courses

Python Django angular full stack web development
Luminar Technolab,

Mar 2022 – present
Kakkanad, India

</> Skills

- **Languages :Python**
- **Markup & Script Language :HTML,CSS**
- **Framework : Bootstrap, Django**

📁 Projects

Laptop

Laptop Web Application

<https://fasafa.github.io/web/> 📄

Coffee shop 📄

<https://fasafa.github.io/index/>

Professional Experience

Office Administrator

@Pepper Toast Creatives

Aug 2019 – Jan 2022

Kochi, India

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Created and Updating paperwork, maintaining documents, and word processing.
- Coordinating events as necessary.
- Creating, maintaining, and entering information into databases
- Developed relationships with customers and guests to present the company in a professional manner

Education

Bachelors in Information Technology

Siena College of Professional Studies ,Edakochi

Jul 2016 – Jun 2019

Kochi, India

Higher Secondary Education,

Edward Memorial Government Higher Secondary School

Jun 2014 – Apr 2016

Fort Kochi, India

Secondary School Certificate,

Our Lady's Convent Girls High School (OLCGHS)

2014

Kochi, India

Key Strengths

- Problem solving skills
- Active Listening
- Hardworking
- Fast Learner
- Communication skills
- Patience

Languages

MALAYALAM



HINDI



ENGLISH



Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

SAFA.P S

Kochi