

RESUME

SHAHINA . H

Shaju manzil

Eruva west

Kareelakulangara po

Kayamkulam

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OBJECTIVE:

TO BE ASSOCIATED WITH A FIRM, WHICH PROVIDES CAREER DEVELOPMENT OPPORTUNITIES AND CONTRIBUTES IN ITS PROGRESS THROUGH MY KNOWLEDGE AND SKILL.

ACADEMIC PROFILE:

Exam Passed	Institution	Board	Year of Passing	Percentage of Marks
MBA (Specialisation – Finance & Marketing)	INSTITUTE OF MANAGEMENT & TECHNOLOGY (IMT)	KERALA UNIVERSITY	2017	68 %
B.S.C (STATISTICS)	MSM COLLEGE	KERALA UNIVERSITY,	2015	70%
PLUS TWO	MSM HSS	H S S BOARD, KERALA.	2012	76%
SSLC	P.P.H.S	SSLC	2010	85%

OTHER COURSES: 1) DCA
 2) GST TALLY

EXPERIENCE : 1) HR CUM PURCHASE ACCOUNTANT-KMART (super market)

 2) COORDINATOR AT MANAGEMENT FEST

INTERNSHIP

INSTITUTION : COIRFED
PLACE : ALAPPUZHA
DURATION : 27 DAY
AREA : HR MANAGEMENT

PROJECT

INSTITUTION : KMML,
PLACE : KOLLAM
DURATION : 45 DAYS
AREA : FINANCE MANAGEMENT

STRENGTHS:

- ACCURACY
- ANALYTICS
- CONFIDENCE AND WILL POWER
- DEDICATED
- MANAGEMENT
- WILLINGNESS TO HARD WORK & WORK WITH POSITIVE ATTITUDE.
- FLEXIBILITY TO HANDLE CHANGES.

KEY SKILLS:

SOFT SKILLS

- ADAPTABLE
- COMMUNICATION
- DECISION MAKING
- DETERMINATION
- LEADERSHIP
- PROBLEM SOLVING
- TIME MANAGEMENT

HARD SKILLS

MS OFFICE
MS EXCEL
MS WORD
MS POWER POINT
GST TALLY
DCA

PERSONAL DETAILS:

Name	SHAHINA H
Gender	Female
Languages Known	Malayalam, English, Tamil
Marital status	Single
Guardian	PANKY T

DECLARATION

I do here by declare that all the information's mentioned above are authentic to the best of my knowledge and i bear the responsibility for the correctness of the above mentioned particulars.

PLACE: ALAPPUZHA**SHAHINA H**