# RESUME

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**NAJEEBA. M A**

NabeelManzil, Channankara. P.O, Kaniyapuram, Thiruvananthapuram, Kerala - 695 315 Phone : **9744810531**

**OBJECTIVE**

To work in challenging environment where I can utilize my knowledge and abilities for organization and personal growth. In order to seek job which will give ample scope for more experience.

# EDUCATIONAL QUALIFICATIONS

* BA Degree - Malayalam with Mass Communication Passed out from St. Xaviers College, Thiruvananthapuram Degree Awarded by the University of Kerala.
* Plus Two - HSS Muslim School, Kaniyapuram Higher Secondary Board
* SSLC - Our Lady of Mercy High School, Thiruvananthapuram

# WORK EXPERIENCE

* Senior Project Associate at Accentia Technologies, Technopark Trivandrum Dec 10th 2007 to 30th April 2013 works includes payroll preparation report generation and all other Salary related works. Software used is mainly Microsoft Excel and SQL.
* Administrative Officer at Devi scanning centre, Kumarapuram in June 01st 2017 to December 31st 2017. Works includes attending Phone Calls, Office admin work, Salary Calculations, Preparing Staffs Attendance sheets, Shift timing details, Software used is mainly MS Excel and MS Word and SQL. Also

Managing and keeping Front Office.

* Administrative Officer at Kerala State Data Centre Technopark in January 10th 2018 to December 31st 2018 in one year contract base. . Works includes attending Phone Calls, Office admin work, Salary Calculations, Preparing Staffs Attendance sheets, Shift timing details, Software used is mainly MS Excel and MS Word and SQL. Also Managing and keeping Front Office Documents ,Attendance Preparation, Accounting sales, Purchase. Verification bills and payments of Vendor bills and Keeping Paid bills Receipts . In Data Center Handling Roles are Reception, Administration, HR and Accounts.
* Currently working in an Education institution at Conceptowl in 12th April 2019 to till,. Works includes Telecalling (Sales for mobile app like Byjus), Hr Hiring process and Data Entry (Science and Maths).

# PERSONAL SKILL

Very pleasing personality

Ability to work

Capable in teamwork

# PERSONAL INFORMATION

Nationality : Indian

Sex : Female

Date of Birth : 28/11/1985

Marital Status : Married

Languages known : English, Malayalam Mobile : **9744810531**

E-mail ID : [afrinhaifa555@gmail.com](mailto:afrinhaifa555@gmail.com)

# DECLARATION

I hereby declare that the statements made above are true, complete and correct to the best of my knowledge and belief.

Place : KANIYAPURAM Najeeba. M A

Date :