



SEEMA.E

OBJECTIVE

To obtain a challenging and professional position in a growth centric environment that makes use of my existing skills and provides opportunities to dynamically keep up with cutting edge technologies.

INTERNSHIP EXPERIENCE

Youth empowerment foundation

06/4/2021 - 05/05/2021

Fund raiser

Worked on coordinating with various ngo to raise fund for the company and completed the task on time

Jankalyan multipurpose education society

22 March 2023 - 20 April 2023

Business development intern

Worked as a business development intern and handled all the queries of customer, and daily reporting by using ms office

EDUCATION

Banglore University

2020-2023

Bachelor of arts

83.8%

Ss computers

2021-2022

Diploma in Office management +DTP with 35wpm
92% (A+)

Ashok group of institutions

2018-2020

Pre University education
77.89%

DR Academy

2018-2020

JEE foundation course
A

Sharon english high school

2018

Karnataka secondary education examination board
76.96%

CONTACT

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STRENGTHS

Self disciplined

Problem solving

Decision making

Determined and Co-operative

Effective communication

Leadership

Confident and positive mindset

ACHIEVEMENTS & AWARDS

Ex. NCC cdt holding "C" certificate with beta grade , also attended 3 camps and excelled in cultural

Participated in library day essay writing competition and won 1st place with cash prize , 1st place in quiz competition held at kjc

Academic proficiency holder in College in they year 2022

Excellence certificate for best in academic year 2021

Secured highest marks in banglore University exams 3rd sem in economics and general English

Presented paper in national level conference conducted virtually between west bengal and Karnataka youth exchange program Through Ncc

Presented paper in kozhikode in Kerala on July 13th 2023



INTERESTS

- Sports- throw ball, dodge ball
- Reflex writting
- Poster making and craft
- Reading books on geopolitics
- Badminton



SKILLS

- Knowledge in MS Office, including Excel, Word and PowerPoint
- Strong communication and interpersonal skills
- Diploma in Office management certificate course
- Diploma in English typing certificate course
- Google ads for bigners course for 1 month through virtual mode
- Coursera certificate on HR management



ADDITIONAL INFORMATION

I hereby declare that all the above furnished information is true to the best of my knowledge and belief. I assure you that work given to me will be done with full discipline and satisfaction

Seema.E
Place: Bangalore
Date:



LANGUAGES KNOWN

English , Hindi, Kannada, Tamil,
Telugu, french



PERSONAL DETAILS

Date of Birth : 21/02/2002
Nationality : Indian
Driving Licence : Yes
Place : Bangalore
Father name : Emmanuel.C

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