

# ARUSHI KHAN

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## Student

Thana, Kannur, Kerala  
7012724270  
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## CAREER SUMMARY:

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A driven and affable college student majoring in Bachelors. Having a solid theoretical foundation in business and being motivated to start the path that involves gaining practical experiences

## WORK EXPERIENCE:

- 2020 - Work from home:  
Data Entry.  
Completed a course on the training of Ms Excel.
- 2022 -  
Organized and led actives for college fest.  
Worked for venuemonk as a content writer  
Worked as a virtual assistant for OfExperiences  
Worked as a Marketing intern for Unschool.
- 2023 -  
Filled reports, gathered information, and performed research  
Junior Content editor at World-wire

## SKILLS:

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- Data entry
- Accounts
- Strong communication
- Problem solving
- Multi-tasking
- Leadership
- Accounting and budgeting
- Programming Languages:
  - Java and c++
- Human resources
- Marketing and sales
- Blogging
- Content Writing
- Search engine optimization

## EDUCATION:

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2020 - 2023| JAMIA HAMDARD

Bachelor of Commerce - Computer Application

2018 - 2020| SREEPURAM ENGLISH MEDIUM SCHOOL

Commerce