

## SHAHANA PAREETH

ADMINISTRATOR

Mob : +968 71850619, + 968 98586281

Email ID : [shahanap2014@gmail.com](mailto:shahanap2014@gmail.com)



### EXECUTIVE PROFILE

Qualified Software engineer with administrative professional having experience in software development company. Dynamic, dedicated and result oriented individual with great level of enthusiasm and passion towards work.

### STRENGTH / SKILL HIGHLIGHTS

- Planning and execution
- Provide High Quality supports to clients
- Proactive person
- Willingness to learn
- Excellent verbal and written communication skills

### WORK EXPERIENCE

**Employer** : PROGRESSIVE CYBERNETICS PVT.Ltd ,MUVATTUPUZHA  
**Designation** : ADMINISTRATOR  
**Period** : Jun2017 - Mar2019

**Employer** : ALFALAH PUBLICSCHOOL ,KOTHAMANGALAM  
**Designation** : COMPUTER TEACHER  
**Period** :Jun2019 - Dec2021

### TECHNICAL SKILL

- **Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint
- **Languages Known:** C, C++, Visual basic, Jsp, Php
- **Database :** Mysql

**QUALIFICATIONS**

Course	School / College	Board / University	Year of passing	Percentage of marks
MSc Computer Science	Indira Gandhi College of Arts & Science Nellikkuzhi	MG University	2017	68%
BCA	Indira Gandhi College of Arts & Science Nellikkuzhi	MG University	2015	70%
Plus 2	S.J.H.S.S., Paingootoor	Board of Higher Secondary Education	2012	84%
SSLC	S.J.H.S.S., Paingootoor	Board of Public Education	2010	82%

**PERSONAL INFORMATION**

Date of birth : 12-04-1995  
Gender : Female  
Nationality : Indian  
Visa Status : Residence visa