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**Objective**

To make use of my skills, knowledge and attitude in serving this prestigious establishment and I intend to contribute to the growth of the organization through my sustained and concerted efforts. I would strengthen my technical and commercial skills coupled with overall personality development in order to face the challenging decade ahead.

**Strengths**

* Enjoy challenges and hard work, honest, reliable and productive attitude towards life.
* Able to communicate and interact effectively with individuals at a level.
* Able to work alone or as a cooperative team member.
* I am Self-Motivated, enthusiastic and self-starter with the ability to develop efficient and highly productive work.
* I have learnt to relate people from different background, culture with sense of ease and have ability to work under pressure.

**Professional Experience**

**SMKA ELECTRIC LLC. ( AL NABOODAH GROUP)**

**Dubai, UAE (From July-2015 –to-October-2015)**

**Designation: Data Entry Clerk**

**Work Description and Responsibilities;**

* *Insert customer and account data by inputting text based and numerical information from source documents within time limits*
* *Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry*
* *Review data for deficiencies or errors, correct any incompatibilities if possible and check output*
* *Updating information using internet*

**MOUNT SEENA ARTS AND SCIENCE COLLEGE,**

**Palakkad, Kerala, India (From Oct-2011 –to- May-2015)**

**Designation: Assistant Professor**

**Work Description and Responsibilities;**

* *Professionally fulfills the role of an Assistant Professor by* Supervising, instructing and evaluating students from different batches.
* Providing motivational learning environment and proper guidance to uplift the students to a better level.
* Conducting Seminars, Assignments and practical classes for students.
* Attending meetings and presenting the class reports.
* Implementing new teaching methods based on the regular feedbacks from students, parents and other faculty members.

**Academic Chronicle**

* + - * **Master’s Degree in Mathematics** from **University of Calicut, Kerala** and secured an aggregate of **90%** (2011).
			* **Degree in Mathematics** from **University of Calicut, Kerala** andsecured an aggregate of **95%** (2009).
			* XII from KCPHSS, Palakkad, Kerala (Board of Higher Secondary Education) andsecured an aggregate of **87%** (2006).
			* **SSLC** from KCPHSS, Palakkad, Kerala (Board of Public Examination) andsecured an aggregate of **80%** (2004).

**Achievements**

* Achieved State Merit Scholarship during the period of 2006 – 2011

**Computer Proficiency**

* MS-Office (Have Good Knowledge in MS Word, MS Excel & MS Outlook)
* Windows 7, Internet.

**Personal Profile**

Date of Birth 25th September, 1988

Nationality Indian

Visa Status Husband Visa

Languages Known English, Hindi, Malayalam & Tamil

Marital Status Married

Other interests Teaching, Traveling & Music.

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 **Gulfjobseeker.com CV No:** **1518648**