**SAHEEDU**

Professional Objective

To secure a responsible position in an organization where proven skills and experience could be used productively so as to enhance Career Development, Professional Growth and lead to mutual benefits for the organization and the individual.

Personal Particulars

Age : 23 years

Date of Birth : June 2nd 1992

Nationality : Indian

Gender : Male

Religion : Islam

Marital Status : Single

 *Educational Background*

Higher Education

B-TECH –INFORMATION TECHNOLOGY

Higher Secondary Education

Field of Study : Science

Year : 2010

School Name : T.H.S.S Tadikkadu, kollam

Work Experience

1. Worked as Sales Assistance.
2. Worked as Accountant.
3. Worked as Data Entry Operator.
4. Worked as administrative.

 Personal Qualification and Skills

* Quick Learner.
* Growth oriented with positive attitude.
* Good communicational skills.
* Endurance and respectful at work.
* Ability to work successfully in high-pressure environments and to work harmoniously in workplaces with diverse nationalities & backgrounds.
* Highly proactive, self-motivated and able to achieve required results and work confidently under pressure.
* Committed to honesty, hard work and reliability.
* Highest possible level of personal integrity and accountability, with a commitment to deliver excellent quality service both within and outside the organization.
* Dedicated personality-Team player, Coordination-Administration.

Other Qualifications

* Computers - Basics, Internet
* MS OFFICE - Word
* Tally

Languages Known

* Languages - English and Malayalam.

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