 **CURRICULUM VITAE**

NASEELA

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**Career** objectives

**To be the part of** an Organization which uses my skills and expertise in its process of growth and change while giving me opportunities to learn and enrich my competencies.

**To be build up a career** in a challenging and demanding technological and creative environment, with the people in the establishment, that would help me to realize my potential and use my abilities in the most effective manner

**Personal & Professional Profile**

* Degree in **CHEMISTRY**.
* Planned and systematic approach to work.
* Familiar with Microsoft Office Applications and PC Skills
* Ability to work effectively from team environment, as well as take ownership for individual assignments

**PROFESSIONAL EXPERIENCE**

Since 2010-2011

Employer APTECH COMPUTER EDUCATTION

Job TitleAdmin assistant

Job responsibilities:

 MS word MS excel processing;

 dealing with telephone and email enquiries;

 creating and maintaining filing systems;

 scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required;

 keeping diaries and arranging appointments;

**Key Competencies:**

* communication skills - written and verbal
* planning and organizing
* prioritizing
* attention to detail and accuracy
* flexibility
* teamwork

**Educational Qualifications**

* Bachelors of Science in **Chemistry with 79%**

(2009 -Calicut University, India)

* HSC in 2004 with 75%
* SSLC in 2002 with 63%

**Computer Skills**

* Post Graduated Diploma in Computer Application. (**PGDCA**)
* Microsoft office Suit, Internet & Outlook

**Languages known**

English, Malayalam and Hindi & Arabic

**Personal Details**

Nationality : Indian

Date of Birth : 02-02-1989

Sex : Female

Interest : Shopping, Cooking, Reading, Music, Etc.

Marital Status : Married

Visa Status : Resident Visa

**Attributes:**

Hardworking, Result Oriented, Confident.