**Heera**

**Heera.315296@2freemail.com** ****

**Career Objective:-**

Seeking experience in an esteemed organization which has enough scope for active involvement in the day to day management, Thus developing my own skills, while at same time contributing my best to overall development of organization.

**Personal Profile**:

Name : Heera.

Sex : Female

DOB : 28th July 1995

Nationality : Indian

Marital Status: Single

UAE Driving License : Yes

**Previous work Experience :**

 Worked as Executive secretary at Alliance Industrial & Trading Co. from April 2014 to June 2016.

**Educational Qualification:**

* Bachelor of Business Administration of Calicut University, from Victoria Management Studies, Shj UAE.
* Higher Secondary School (K.B) from New Indian Model school, UAE with major in Commerce during 2013.
* High School (K.B) from New Indian Model school, Sharjah, UAE during march 2011.

**Computer Literacy**:

* Excellent knowledge of software packages like Microsoft windows, Word, Excel etc and Internet application
* Good Typing skills.

**Additional Information**:

Visa Status : Fathers sponsorship

Hobbies : Reading, drawing, writing

Languages known: English, Malayalam, Hindi Reading & Writing

**Expectations:-**

Looking forward for a career growth and challenging responsibilities with scope for learning thereby enhancing my knowledge

**Declaration:-**

I hereby declare that above furnished information is correct and true to best of my knowledge and belief .