**CURRICULUM VITAE**

**SHAMEEMA**

SHARJAH, UAE

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ail.com

**Career Objective:**

To seek employment in a dynamic and challenging environment with potential career growth, where my

diversified competencies and unique skills can be utilized for assures growth and betterment of the

organization. Ideally, I would like to see myself working in a reputed, changing environment updating my

knowledge frequency and formulating strategies in a team environment.

**Professional Qualification:**

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Post-Graduate diploma in Business Management - 2013

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Bachelor of computer application - 2011

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Higher Secondary Education - 2007

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Secondary School leaving certificate - 2004

**Computer Proficiency:**

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MS Office

–

 Word, Excel, Power Point, Internet & E-Mail Operations.

**Languages Skill:**

 English

:

Excellent (Oral and Written)

 Hindi

:

Excellent (Oral and Written)

 Malayalam

:

Mother Tongue

**Qualification Highlights:**

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Highly competent, self-motivated and hardworking with the ability to rapidly learn and apply new skills.

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Can work under pressure with minimal supervision.

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Willing to handle several tasks.

