**Yasmeen**

**Yasmeen.362747@2freemail.com**

**OBJECTIVE:** Seeking a position to utilize my skills and abilities in any Industry that offers professional growth while being resourceful, innovative and flexible.

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| **EDUCATIONAL QUALIFICATION** |

####  MCOM Affiliated to Bangalore University 55%

     B.COM. Affiliated to Bangalore University 55%

      PUC from IMN College 59 %

      SSLC from Citizen English School 60%

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| **TECHNICAL  SKILLS** |

      Knowledge of Computers    : **Microsoft Office, Ms Excel 2007, Testing Tools**

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| **PREVIOUS EXPERIENCES**Company Name: Worked as **Online Co-coordinator** for the Semiconductor Marketing company called **BROTHERS ELECTRONICS for 7 years** maintaining Sales order, point of sales report , Shipments through **Singapore** which was a trade hub for Indian shipments. Placing Purchase Orders for US distributors like Actel , Microchip , and others. Maintaining inventories etc . Following up for payments with the US distributors for Ship and debit method. |

School Name : **KH Matriculation School, Tamil Nadu Chennai.**

Experience : Worked from **Jan 2013 to Jan 2015**

Responsibilities : Class Teacher for **VII** Grade for One Year

Introduced the concept of improving communication skill among the children who were never exposed to this skill. Along with handling the class as a class Teacher had recommended the Exceed curriculum which bought a very great change in which the language was perceived..

Had introduced the changes in sports by bringing the spirit of sportswoman ship among girls which was never focused on.. Physical Education for girls was introduced as a result of my suggestion.

College Name : **Almighty First Grade College**

Experience : Worked from May 2015 till date **as Full time Lecturer**

EXP : **Two Year Lecturer in English as Full time Lecturer for**

 **Degree College, Teaching Grammar, and taking personality**

 **Development classes for the students.**

EXTRA CURRICULAR : I have always been a part of workshops as a coordinator be it Language development, Personality development and Public speaking..

Been a representative in promoting the Green environment by introducing Gunny bags which helped in the betterment of society..

I believe in giving back to the society and having said this I am a regular visitor of an orphanage and a old age home. where I visit old people spending time with them and making them feel at home.. Had been a part of providing some affordable accessories to bring some ease in this deserving citizen.

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| **PERSONAL PROFILE** |

**Gender                   :** Female

Date of Birth **:** 05-04-1979

**Marital Status** : Married

**Nationality** : Indian

**Languages Known**: English, Hindi, Urdu, and Kannada