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|  **shakeeb** **shakeeb photo.jpg****Email:** **shakeeb.382540@2freemail.com**Personal Data:Date of Birth :**23/05/1997**Age:21Sex: maleNationality: IndianMarital Status: nil |  **CAREER OBJECTIVE**To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced. **PERSONAL ABILITIES*** Ambitious ,hard working ,energetic and well disciplined.
* Positive thinking ,self motivated and flexible.
* Good communication skills.
* Good oral and written skills.

 **STRENGTH*** Positive attitude.
* Confident.
* Hardworking.
* Innovative.

 **SKILLS*** Strong understanding of principles of business administration and their practical usage.
* Excellent managerial qualities.
* Proficiency in MS office tools and web search tool.

 **PROJECTS*** Project name **:**The impact of teamwork on- organizational productivity.
* Industry in Kerala.
* Team size**:**4

 **HOBBIES*** Playing football.
* Travelling.
* Listening music.
* Net surfing.

**COMPUTER SKILLS*** Sound knowledge of Ms-Word ,Ms-excel, Ms- PowerPoint.
* Well experienced with use of Internet.
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|  | **EDUCATIONAL QUALIFICATIONS*** BBA from Kerala University.
* Higher Secondary from Bharatiya Vidhya Bhavan CBSE.
* SSLC from Bharatiya Vidhya Bhavan CBSE.

**LANGUAGE KNOWN:*** English.
* Malayalam.
* Tamil.

**ADDITIONAL QUALIFICATION:*** Diploma in Operating System: Windows 2007, 2010, 2013 XP-Windows Excel, Word and Powerpoint, Internet Application.

**DECLARATION.**I hereby declare that all the statements made in this resume are true, complete and correct to the best of my knowledge and belief.  |
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