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**JEENA**

**Email:** **jeena.387973@2freemail.com**

**CAREER OBJECTIVE**

* To obtain a position in which I can demonstrate quality customer service and employee satisfaction.
* To render my service and potential for the profit of the company and its success.
* To work in a stimulating and challenging environment to utilize and develop skills for career advancement and knowledge development.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL NO** | **COURSE** | **NAME OF THE INSTITUTE** | **UNIVERSITY/ BOARD** | **YEAR OF PASSING** | **PERCENTAGE OBTAINED** |
| 1 | BACHELOR OF BUSINESS ADMINISTRATION | WISDOM BUSINESS SCHOOL,RAS AL KHAIMAH, UAE | CALICUT UNIVERSITY | 2015 |   CGPA=3.15 |
| 2 | SENIOR SECONDARY SCHOOL | ST.ANTONY'S HIGHER SECONDARY SCHOOL, KERALA,INDIA | BOARD OF HIGHER SECONDARY EXAMINATION,KERALA, INDIA | 2011 | 84% |
| 3 | SECONDARY SCHOOL | ST.PATRICK'S SCHOOL, KERALA, INDIA | ICSE, INDIA | 2009 | 72% |

**EXPERIENCE**

Worked as a trainee for six months in Technosteel Fabrication Company, Umm-Al-Quwain, UAE

**CORE SKILLS**

* Good interpersonal skill and negotiation skill
* Problem solving and decision making skill
* Flexibility and patience
* Organizing skills
* Multitasking skill

**IT SKILL**

* Microsoft Office Word
* Microsoft Excel
* Microsoft PowerPoint
* Internet Explorer

**ACHIEVEMENTS**

* Project done in Technosteel Fabrication Company, Umm-Al-Quwain, UAE
* Topper of the college during three years of BBA
* Best presenter award
* Good leadership award for coordinating activities

**INTERESTS**

* Finding and trying to implement new things
* Listening to music

**LANGUAGES KNOWN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL NO** | **LANGUAGE** | **READ** | **WRITE** | **SPEAK** |
| 1 | ENGLISH | YES | YES | YES |
| 2 | ARABIC | YES | YES | AVERAGE |
| 3 | HINDI | YES | YES | AVERAGE |
| 4 | MALAYALAM | YES | YES | YES |

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 15/08/1993

Gender : Female

Marital Status : Married