**CURRICULUM VITAE**

**SAMEENA**

Email: [sameena-392524@2freemail.com](mailto:sameena-392524@2freemail.com)

### OBJECTIVE

To pursue a career challenging environment environment where I can best utilize my resources as well as harness my skill and make significant contributions to the growth of the organization.

**WORK EXPERIENCE**

* Worked **5 year Experience**
* Clerk
* Fee Collection
* Admission Clerk
* Automation
* Establishment Work
* Exam work (Thiruvalluvar University, Madras University and TNPSC Exam) and
* PA to Principal
* Worked as Administrative Assistant in **2 year Experience**
* Worked as HR Assistant in **1 year 5 month Experience**

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTE** | **YEAR OF PASSING** | **UNIVERSITY / BOARD** |
| **S.S.L.C** | Hasnath –e – Jaria Girls Higher Secondary School, Ambur | Mar’ 2006 | State Board |
| **H.S.C** | Hasnath –e – Jaria Girls Higher Secondary School, Ambur | Mar’ 2008 | State Board |
| **­**  **B.Sc.­­­­­(Mathematics­­­)---** | MazharulUloom College, Ambur | May 2012 | Madras University |

**TECHNICAL QUALIFICATION:**

* Diploma in Computer Application in Iqra Computers Training Institute
* Diploma in Office Automation in Vee Yen Technologies
* WINDOW XP, M.S.OFFICE XP **(WORD, EXCEL, POWERPOINT)**
* INTERNET
* TYPING

**STRENGTH:**

* To communicate with everyone.
* To work hard.
* To do my level best.
* Willingness to Learn and to Work.

**MY SKILLS:**

* Good planning and Executing skills
* Good working attitude
* Willing to take Initiative at work
* Through Job Knowledge
* People Management skills
* Leadership qualities
* Time Management
* Ability to work pressure & proactiveness
* Alertness and Ability to decide on escalation process
* Good in team Participation and Team work

**PERSONAL DETAILS**

Date of Birth : 20.06,1989

Sex : Female

Marital Status : Married

Nationality : Indian

Religion : Muslim

Visa Status : Visit Visa

Validity : 30th Sep 2019.

Languages Known

To Speak : English, Urdu & Tamil

To Write / Read : English, Tamil

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Thank You**

**Yours Truly**

**(SAMEENA)**