**CURRICULUM VITAE**

**JEENA**

**Email ID**

**Jeena-393274@2freemail.com**

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**PERSONAL DATA:**

Date of Birth :20/05/1993

Sex : Female

Nationality : Indian

Marital Status : Married

Visa Status: Visit Visa

**Mother Tongue: Malayalam**

**Languages known**

English, Malayalam, Hindi

**CAREER OBJECTIVE**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals.

**PERSONAL SKILLS**

* Ability to accept any challenge with an optimistic outlook.
* Teaming up with the colleagues.
* Motivate and energise the team towards desired outcome.
* Strong sense of ethics and job responsibility.
* Willingness to learn.
* Hard working

**EXTRA-CURRICULAR ACTIVITIES**

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Served as a member of Bharat Scouts& Guides.

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Participated and won prizes in many inter-school competitions.

**HOBBIES**

* Listening Music
* Cooking
* Traveling

**EDUCATIONAL QUALIFICATIONS:**

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|  |  |  |  | **Discipline/** |  |  |  |  |  |  | **Board/** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Examination** |  |  |  |  |  | **School/College** |  |  |  |  | **Year of** |  |  |  |  | **Percentage** |  |  |
|  |  |  |  | **Specialization** |  |  |  |  |  |  | **University** |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | MBA |  | HR |  |  |  | New Horizon |  | Bharathiyar |  | 2017 |  |  |  |  |  | 65 |  |  |
|  |  |  |  |  |  |  |  | College of |  | University |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Engineering |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | B.Com |  | Commerce |  |  |  | Kairali College |  | Kannur |  | 2013 |  |  |  |  |  | 42 |  |  |
|  |  |  |  |  |  |  |  | University |  |  |  |  |  |  |  |  |
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|  | Plus-Two |  | Commerce |  |  |  | CHMS GHSS, |  | Higher |  | 2010 |  |  |  |  |  | 58 |  |  |
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|  |  |  |  |  |  |  |  | Valapattanam |  | Secondary |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | SSLC |  | SSLC |  |  | Parassinikadavu |  | Board of |  | 2008 |  |  |  |  |  | 80 |  |  |
|  |  |  |  |  |  |  |  | High School |  | Public |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | Examinations, |  |  |  |  |  |  |  |  |  |  |  |  |
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**PROJECT DETAILS:**

Project Title : RECRUITMENT AND SELECTION

Organization : Sakra World Hospital, Bangalore

Duration : one month

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**IT PROFIENCY**

* Microsoft Office
* Microsoft Excel

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**PREVIOUS WORK EXPERIENCE**

* Worked as ERC Associate on contract basis (2017 Sep to 2018 Jan)
* Worked as Business Process Services Practitioner from (2018 Aug to Apr 2019)

**DECLARATION:**

I hereby declare that all the statements made in the above Curriculum Vitae are correct to the best of my knowledge and belief.

**JEENA**