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| **shakeeb**  **shakeeb photo.jpg**  **Email:** [**shakeeb.382540@2freemail.com**](mailto:shakeeb.382540@2freemail.com)   Personal Data: Date of Birth :**23/05/1997**  Age:21  Sex: male  Nationality: Indian  Marital 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. | |
|  | **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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