

RESUME

ASIFA CHIRATHODI

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Al Ain, U.A.E



Career Objective:

A suitable position as **Any Suitable Job** with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

Educational Qualification:

- H.S.E (Board of Higher Secondary Examination, Kerala)
- S.S.L.C (Board of Public Examination, Kerala)

Technical Qualification:

- Microsoft Office, Power Point, Excel
- Tally
- Peachtree
- Quick book

Working Experience:

- 2 year working experience as a **Data Entry & Online Services** at **Akshaya Online Service Center**, Kerala-India.
- 1 year working experience as a **New Reader** at **Nila24 News Channel** Kerala-India.
- 5 years working experience as a **Professional Baker** (Specialized in cake items) in Kerala- India.

Personal Information:

Nationality : **Indian**
Date of Birth : 31/05/1988
Gender : Female
Religion : Muslim
Marital Status : Married
Visa Status : Husband Visa

Passport Information:

Passport Number : **T3448365**
Date of Issue : 09/05/2019
Date of Expire : 08/05/2029
Place of Issue : Kozhikode, India

Languages Knows:

- English, Hindi and Malayalam (Speak, Read and Write)
- Arabic (Read Only)

Personal Strengths:

- Hard working and dedicated.
- Sincere and result oriented
- Can work under situation with time bound performance.
- Easy adaptability to situations.
- Good Communication and analytical skills.

Declaration:

I hereby declare that all the information's given above are true and corrected to the best my knowledge.

ASIFA CHIRATHODI