



Razia Sulthana

Personal Info

vyshianparambil(h),
R.P.C.P.O Vandanpathal
mundakayam (assembiny
route), Kottayam, 686513,
India

7356562591

razyashadu24@gmail.com

Date of birth
13-11-1999

Skills

Fast learner

Teamwork

Creativity

Leadership

Work ethic

Time management

Interpersonal skills

Communication

Attention to detail

Adaptability

Problem-solving

Writing skills

Data entry

Tally

Ms excel

Quickbooks

Languages

English, Malayalam



Work Experience

Sales and marketing, Titanium products private limited
(Internship), Trivandrum

Ms office, tally, Indian & Foreign Accounting- GTECH

Assistant post master- Devikulam-Central Govt Of India



Education

BA Analytical Economics, Mar ivanios college Trivandrum
(7.13)

November 2020 - April 2023

Higher secondary, A.M.H.S.S (92%-Biology Science)

June 2016 - March 2018

Tenth, St. Joseph G.H.S (Full A+)

May 2015 - March 2016



Courses

DIFA- Diploma in Indian and Foreign accounting, G-tech

Harvard University, Entrepreneurship in Emerging
Economies (Through edX)

Fashion design-oxford home study centre

Introduction to Data analytics, Simplilearn

Business analytics with Excel, Simplilearn



Volunteering

Red cross

Scout and Guide



Hobbies

Reading, Writing, Drawing, Painting, Designing etc