Contact

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0568441780

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Address
BUILDING 38, APT 103,22
STREET, HOR AL ANZ, DEIRA,
DUBAI

Personal Details

Date of Birth - 21-03-2000

Place of Birth - Varkala, Kerala

Marital Status - Single

Nationality - Indian

Passport Details

Passport Number - W1490067

Issue Place - Trivandrum

Date of Expiry - 23-06-2032

Visa Type - Visit Visa

Date of Issue - 22-09-2023

Validity - 22-11-2023

Skills

- **Adaptability**
- **Time management**
- **Communication**
- **High Observation**
- **Teamwork**
- **Customer Service**

Language

- **English**
- **Hindi**
- **Malayalam**
- **Tamil**

JAZIM ALI IRFAN

OBJECTIVE

A highly motivated and friendly personality looking for a responsible position to gain practical experience using my interpersonal skills to achieve goals of a Company that focuses on customer satisfaction and customer experience talented dedicated to continuous improvement to keep everything running smoothly highly analytical and organized in addressing routine needs and managing unique circumstances

EDUCATION

2023 - 2025
POST GRADUATION (Pursuing)
MASTER OF BUSINESS ADMINISTRATION
BHARATHIDASAN UNIVERSITY

2018 - 2021
DEGREE
BACHELOR OF BUSINESS ADMINISTRATION
KERALA UNIVERSITY

2017 - 2018
BIOLOGY SCIENCE
HIGHER SECONDARY SCHOOL CERTIFICATE
SIVAGIRI SREE NARAYANA HIGHER SECONDARY SCHOOL

CERTIFICATIONS

2020 - 2021
DIPLOMA
AIRLINE AND AIRPORT MANAGEMENT
BHARATHIYAR UNIVERSITY

2022 - 2023
PROFESSIONAL DIPLOMA
COMPUTERIZED FINANCIAL ACCOUNTING

TECHNICAL SKILLS

Operating system : **MS Windows** (**Word, Excel, Powerpoint** etc...) **Internet** and **Mailing services, Tally** and **Peachtree**

EXPERIENCE

2022 - 2023
ADMINISTRATION EXECUTIVE
QUILON INSTITUTE OF MANAGEMENT STUDIES

- Organizing administrative and logistical aspects and events include workshop and meetings
- Updates all the bills and vouchers in tally
- Maintain all the admin documentation and ensure contracts
- prepare reports and presentations with statistical data as assigned
- Updating policies and procedures as required

DECLARATION

I here by declare that the given information stated above is true to the best of my knowledge. If given a chance I can prove my chance