



# SHAHANA SHARIN E K

## CONTACT

Mobile: +971588133897

Email: sharinshahanaek@gmail.com

## LANGUAGES

- English
- Malayalam
- Tamil

## SKILLS

- Microsoft Office
- Document Preparation
- English Typing
- Time Management
- Organizational Skills
- Communication
- Problem Solving
- Research and Data Collection

## PERSONAL DETAILS

Date of Birth: 05-August-2000

Nationality: Indian

Visa Status: Spouse Visa

Visa Expiry: 10/08/2026

## CAREER OBJECTIVE

To obtain a position where can efficiently and effectively put skills and knowledge to good use, and to improve on those skills. Highly organized with 9 months of experience in customer service Proficient in using a variety of software applications, including Microsoft Office.

## EXPERIENCE

- **Storekeeper – Orbit Mobiles Calicut, Kerala (2023 October – 2024 June)**

E-application in Government Service Portals.

School admission registration through online.

Applying for PAN card.

Photocopy and printing.

Downloading application forms and documents from various websites.

## EDUCATION

- **GRADUATION – BSc Mathematics**

Second class, Bachelor of Science - Farook College,  
Calicut University (2018-2021)

- **XII (CS)**

KPESHSS - Kerala Board of Higher Secondar Education  
(2016-2018)

- **SSLC**

GHSS- Kerala Board of Public Examination (2016)