




MUNEERA K.A

 +91 9061348655

 muneera.zakeriya@gmail.com

 Kochi, Kerala, India

PERSONAL SUMMARY

An enthusiastic person with highly motivated and leadership skills. Muneera has superb interpersonal and communication skills, coupled with excellent relationship building capabilities. She is someone who has a track record of creating a work culture that rewards teamwork and cooperation.

PROFESSIONAL ATTRIBUTES

- Exhibits a high degree of flexibility with proven ability to establish and maintain effective working relationship with people of divergent cultural backgrounds.
- A confident, self-motivated and well-rounded individual who works well under pressure.
- Detail oriented and has the ability to prioritize workload.
- Coordinate several activities at once, quickly analyze and resolve specific problems and cope up with deadlines.
- Discrete, good judgment, organization or management ability, intuitive with an ability to work independently
- A quick learner and eager to develop more skills as imparting the same to others
- Pleasing and well-rounded personality.

EDUCATION

Bachelor's Degree in English Literature | 2014-'17

Vidhyaniketan - KOCHI

Kochi, Kerala, India

Location: Kochi City, India

Completion Date: May 2017

CORE SKILLS & AREAS EXPERTISE

SKILLS & AREAS EXPERTISE

- Enthusiastic
- Detail oriented and reliable
- Strong written/verbal communication skills
- Team player
- Conceptual thinking
- Time management skills



PERSONAL INFOMATION

Birth Date : 29 June 1996 (Age: 25)
Gender : Female
Nationality : Indian
Civil Status : Married
Passport No. : S5043161

DECLARATION

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Place: Kochi

Date:

Muneera K.A