



NAJMIA FARSANA

 najmiafarsana114@gmail.com

 8606579847

 Pulavelil House
Elappara PO
Idukki
685501

 [linkedin.com/in/ najmia-
farsana-94726b218](https://www.linkedin.com/in/najmia-farsana-94726b218)

SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

TimeManagement

Critical Thinking

Handling Pressure

ACHIEVEMENT

NSS CANDIDATE IN
2014-2016

RESUME OBJECTIVE

Seeing a good career in a reputed firm. To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills, which would enable me to fulfilling organizational goals.

EXPERIENCE

- **GUEST POSTAL ASSISTANT IN INDIA POST**
- *JUNE 2017 – JANUARY 2020*
- Works in **Mails, Sorting, Delivery, Dispatch, Registration, Speed Post, Parcel, Money Order, Sub account, Cash/ Treasury, Accounts and Savings Bank** and Savings Certificates departments of a Post office.

ACADEMIC BACKGROUND

- | | |
|------------|---|
| 2021 | Completed a Certification Course in Hospital Administration. |
| 2017 | MASTERAL DEGREE
MCA (MASTER OF COMPUTER APPLICATION)
IGNOU (Indira Gandhi National Open University) |
| 2020 | DIPLOMA
PGDCA (POST GRADUATE DIPLOMA IN COMPUTER APPLICATION)
IGNOU (Indira Gandhi National Open University) |
| 2017 | CERTIFICATION COURSE
In ASP.Net with C# Including Project |
| 2014 -2017 | BACHELOR DEGREE
BSC COMPUTER SCIENCE
(MG University) |

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Kerala

Date : 17-02-2022

Najmia Farsana