

RESUME

PHONE: 9207024708, 7025024708  
Email:alinamaryam08@gmail.com

**ALEENA MARY**

## **GENERAL INFORMATION**

NAME : ALEENA MARY

DATE OF BIRTH : 08/11/1998

LANGUAGES : ENGLISH, MALAYALAM. [TAMIL -TO SPEAK ]

NATIONALITY : INDIAN

SEX : FEMALE

ADDRESS : ANTHIKATT HOUSE  
OLANAD  
VARAPUZHA P.O  
ERNAKULAM  
683517  
KERALA

HOBBIES/ INTERESTS : DANCING, LISTENING MUSIC, INTRESTED IN SPORTS

## **CAREER OBJECTIVE**

A SUITABLE POSITION WITH AN ORGANIZATION WHERE I CAN UTILIZE THE BEST OF MY SKILLS AND ABILITIES THAT FIRM TO MY KNOWLEDGE SKILLS AND EXPERIENCE A PLACE WERE AN ECNOCURAGES AND PERMITTED TO BE AN ACTIVE PARTICIPANTS AS WELL VITAL CONTRIBUTE ON DEVELOPMENT OF THE COMPANY

## **EDUCATION AND PROFESSIONAL STATUS**

- SSLC
- HIGHER SECONDARY (PLUSTWO)
- B.COM (FINANCE AND TAXATION)
- DIPLOMA IN FINACIAL ADVISORY
- MBA- HR ( PURSUING-DISTANCE EDUCATION)
- SAP (PURSUING)

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## **EMPLOYMENT HISTORY**

### **EXPERIENCE :**

- TWO YEAR EXPERIENCE AS TELECOM TEAM TRAINER IN VODAFONE KALAMESSERY
- 3 AND ABOVE YEARS EXPERIENCE AS FRONT OFFICE EXECUTIVE IN AKESISS PHARMA PVT LTD, PATHADIPALAM, COCHIN (JOINING DATE: JULY 2018) –PURSUING.

## **SKILLS**

DEDICATED AND HARDWORKING  
ABILITY TO WORK INDEPENDENTLY , UNDER PRESSURE,ADAPTABLE,OPTIMISTIC.  
TO WORK IN DIFFERENT ENVIRONMENTAL & CULTURE.

## **OTHER PROFESSIONAL SKILLS**

- MS WORD
- MS EXCEL
- TALLY
- COMPUTER KNOWLEGDE
- ACCOUNTS

## **DECLARATION**

I do here by declare that the above statements are true and correct to the best of my knowledge and belief.

PLACE- VARAPUZHA  
DATE- 15/02/2022

Yours Truly  
ALEENA MARY