



ABDUL LATHEEF V.

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CAREER OBJECTIVE

Organised and motivated college graduate seeking an entry level Human Resource administration position to utilize my communication skills and leadership abilities for mutual growth.

CONTACT

Vazhathoppil House, Lakkidi
Kootupatha, Lakkidi (PO),
Ottapalam, Palakkad, Kerala,
679301

+91 9746913155

PERSONAL DATA

DoB:
17 September 1996

Marital Status:
Single

Passport No:
P1616990

EDUCATION

2018-2020

Guruvayurappan Institute of
Management, Coimbatore / **MBA**

2015

Govt. Higher Secondary School,
Ottapalam East / **HSC**

2015-2018

Sadanam Kumaran College,
Pathiripala / **BBA**

2013

Mount Seena English School,
Pathiripala / **SSLC**

PROJECT

MBA

A study on effectiveness of training and development with reference to Brocade India Polytex Limited, Kanjikode

May-June 2019

BBA

Customer Satisfaction on internet banking services with special reference to Palakkad District

2017

SKILLS

- MS Office
- Graphic designing

Other Skills

- Flexibility
- Problem Solving
- Creativity
- Responsibility
- Communication
- Time management
- Administrative
- Emotional Intelligence



LANGUAGES

	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✗
Malayalam	✓	✓	✓
Tamil	✗	✗	✓
Arabic	✓	✓	✗



INTERESTS

- ▲ Traveling
- ▲ Drawing
- ▲ Cycling
- ▲ Listening Music



ACHIEVEMENTS

Awarded Rajya Puraskar in
Bharat Scouts and Guides

Won Grand Master Quiz
conducted in Sadanam Kumaran
College

Got first price in Drawing
Competition in GHSS Ottapalam
East on the occasion of the World
Environment Day.

Participated in HR game
conducted by Nehru school of
Management

A member of college Manuscript
Editorial Board

Coordinated HR game in
management fest conducted for
undergraduates

Participated in Business Quiz in
Affiatus conducted by
Guruvayurappan institute of
management

Completed Graphic
Designing certified by
IGNET