

ASARUDHEEN M H

asarudheenmh98@gmail.com

8848101121



CAREER OBJECTIVE

To become an integral part of an organization where in all my competencies and skills sets are enhance for the benefit of the organization and myself.

SKILLS

- Computer proficiency** Experience in MS Office, Word, Power point, Tally etc
- Leadership skills** I am flexible and very active in team work
- Communication skills** Passed Aptis English communication skill test conducted by British council
- Listening and Learning** Active listener and speedy learner
- Skilled teller** Very good at cash transactions

EXPERIENCE

Jun-2018 - Jun-2021 **Accounts and Administrative Asistant**
Fathima Eye Care Hospital Thodupuzha

PROJECTS

Project Name: Performance of Educational Loan
Study about performance of Educational Loan in Idukki district

EDUCATION

Degree/Course	Percentage/CGPA	Year of Passing
B.com in Finance and Taxation Newman College Thodupuzha , M G University	8.3	2018
Plus two St. George Higher Secondary school Muthalakodam , Govt.of Kerala	91 %	2015
Domestic Data Entry Operator ASAP , Govt.of Kerala	Passed	2018
SSLC St.george Higher Secondary School Muthalakodam , Govt.of Kerala	83 %	2013

ACHIEVEMENTS

**Coordinated co - vid 19
vaccination for around
500 people.**

STRENGTHS

Self confidence, Leadership skills, Motivator and Team spirit

PERSONAL DETAILS

Address	MATTEL House Thodupuzha, Idukki, Kerala, 685585
Date of Birth	22/01/1998
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	Malayalam Reading , Writing and speaking, English Reading , Writing and speaking

DECLARATION

I here by declare that the information above furnished are true and correct to the best of my knowledge

ASARUDHEEN M H