

FARZANA JASMIN K M

SUMMARY

To be part of a top-notch team of professionals working in an environment that provides continual intellectual challenge and to apply and enhance my knowledge and experience in efficient management skills and problem-solving methodologies in order to contribute to improve the efficiency, competitiveness, and growth of the organization.

EDUCATION

QUALIFICATION	INSTITUTION	UNIVERSITY/ BOARD	YEAR OF PASSING	PASS % /CLASS
MCOM	IGNOU	IGNOU	2023	FIRST CLASS
B.COM (computer application)	ST PAULS COLLEGE, KALAMASSERY	MG UNIVERSITY	2020	FIRST CLASS
12 TH	GOVT HSS ELAMAKKARA	KERALA STATE BOARD	2017	83%
S.S.L.C	GOVT HSS ELAMAKKARA	KERALA STATE BOARD	2015	86%

CERTIFICATIONS

- CERTIFICATION IN HOSPITAL ADMINISTRATION – ISSD (INTERNATIONAL SCHOOL OF SKILL DEVELOPMENT)
- FUNDAMENTALS OF DIGITAL MARKETING (ONLINE)

LANGUAGES

Malayalam: Mother Tongue

English:



PROFICIENT

Hindi:



UPPER INTERMEDIATE

Malayalam:



PROFICIENT

Tamil:



INTERMEDIATE

PROJECT

- CONSUMER BUYING BEHAVIOR TOWARDS GREEN PRODUCTS

DECLARATION

- I hereby declare that the above particulars furnished by me are true and correct to the best of my knowledge and belief.



CONTACT

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EMAIL: farzanajasminkm@gmail.com

COUNTRY : INDIA

STATE : KERALA

SKILLS

- Computer proficiency.
- Leadership experience.
- Communication skills.
- Knowledge in TALLY, SPSS, MICROSOFT OFFICE, LIBRE OFFICE, HTML etc.
- Basic knowledge of Account ,Taxation & GST
- Collaboration talent.
- Problem-solving abilities.

EXPERIENCE

Academic Counsellor -

1/2021 - 4/2021

AVODHA –ERNAKULAM, INDIA

- Counseled students in career planning, job placement and academic goals.
- Responsible for admission process of students
- Follow up on leads generated through various sources
- Explain admission procedures and courses details to the students

Signature: _____

FARZANA JASMIN K.M