

## CONTACT



### SHIFANA K NAJEEB

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## OBJECTIVE

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

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- 2021 - 2022
  - **Office staff**  
High Court of Kerala
- 6 Months
  - **Documentation staff**  
John and John
- 3 months
  - **Receptionist**  
B Bdeal India

## EDUCATION

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- 2015-2016
  - **St Mary's AIGHS**  
SSLC
- 2017-2018
  - **MMOVHS**  
PLUS TWO
- 2019-2022
  - **COCHIN COLLEGE**  
DEGREE

## SKILLS

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- M S office
- Computer proficiency
- Able to work under pressure with supervision
- Learning Skill
- Hard Working

## INTERESTS

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- Participating in social activities
- Reading
- Writing
- Travel

## LANGUAGES

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- English, Malayalam

## PERSONAL DETAILS

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- Date of Birth : 10/06/2001
- Marital Status : Single
- Nationality : INDIAN
- Religion : Islam Muslim
- Gender : Female