



AJINA.S

Location: Kerala, India

Address: Ajina Manzil, Nadayara, Varkala (p.o)

Contact number: +91 7356828110

Email: ajinashajahan038@gmail.com

Career objective

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve, while also concurrently upgrading my skills and knowledge

Educational backgrounds

- BBA from CHMM College, affiliated with University of Kerala. (2019-2022)
- Higher secondary from G.H.S.S Palayamkunnu, Trivandrum
- Secondary from GHSS Palayamkunnu, Trivandrum

Key skills

- Teamwork
- Problem-solving skill
- Planning ability
- Time management & project management skills
- Effective marketing
- Ability to motivate staff & maintain good relations
- Resistance to stress
- Good manners

Additional education & certifications

- Completed certificate of Accounting Package (Tally) from C-DIT
- PG DIPLOMA IN HOSPITAL ADMINISTRATION AND HEALTHCARE MANAGEMENT FROM REGIONAL SKILL DEVELOPMENT AND CERTIFICATION AUTHORITY.

Achievements

- Awarded second position by MANIA '20 National Level Management Fest (Treasure Hunt)

Internship & projects

- **Academic project**

Organization: Kerala State Handloom Weavers' Co-operative Society Ltd.

Duration: 1 month

Project: A Study On Job Stress Among Employees.

Training & Experience

- Completed 2 months training in KADUVAYIL THANGAL CHARITABLE TRUST (KTCT) Hospital
- Completed 1 month training in SIVAGIRI SREE NARAYANA MEDICAL MISSION (SSNMM) Hospital

Personal information

- Father's name : SHAJAHAN.M
- Mother's name : SHEEBA.B
- Address : AJINA.MANZIL NADAYARA VARKALA P.O
- Contact number : 7356828110
- Date of birth : 05 April 2001
- Sex : female
- Nationality : Indian
- Religion/caste : Islam, Muslim
- Marital status : married
- Husband name : MALIK MUHAMMED

Languages

- Speak : English, Malayalam
- Mother tongue : Malayalam
- Read/ write : English, Malayalam, Hindi, Arabic

Declaration

I hereby declared that all of the information stated in this resume is true to the best of my knowledge and belief.

Place: Varkala

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