



JAHANA SHIRIN SHAJAHAN

About me

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.

📞 6238165804

✉ jahanashirinammu629@gmail.com

📍 Live Address :
Nazeer Manzil,
Deshabhimani
Elamakkara P.O, Kochi

Permanent Address :
Zabeel House,
Krishnapuram P.O
Alappuzha

Father's Name : Shahjahan. H
Mother's Name : Khairunnisa
DOB : 04-07-1999
Blood Group : B+ve

Technical Skills

- * Tally, GST
- * Ms Office
- * Keyboard Skills

Expertise

- * Punctuality
- * Creativity
- * Quick learner
- * Adaptability to New Environment
- * Critical thinking
- * Leadership
- * Hardworking

Education

Diploma in Hospital Administration : 2023
Ignite skill academy, Kalamassery.

Certification in Human Resource Management : 2022
Tareeqa Global Solutions.

Accounts Assistants using Tally : 2021
CIDS KAYAMKULAM

BA ECONOMICS : 2017-2020
Msm College, Kayamkulam

Plus Two Commerce : 2015-2017
Govt Boys H S S Kayamkulam.

SSLC : 2014
Thanveer Central School, Oachira.

Experience

Internship In Hospital Administration
2023 September to December 2023
Sanjivani Multi Speciality Hospital,
Chengannur

Customer Service Executive
2023 March to August
Akshaya E Center, Oachira

Accountant
2021-2022
F&A Associates, North Ernakulam

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge.