

**Sayana Sadique** [ashidsayana118@gmail.com](mailto:ashidsayana118@gmail.com)

8089572341



## CAREER OBJECTIVE

A challenging Career which offers an opportunity to apply my skills knowledge with continuous learning and growth.

## SKILLS

**Microsoft Office**

**Communication skills Ability**

**to do under Pressure**

**Problem solving**

## EXPERIENCE

**Akshaya Service Operator**

**Akshaya E-centre**

All services in Akshaya E-centre  
(1<sup>st</sup> Dec 2015- 31<sup>st</sup> May 2017)

**Shymas Honda**

(1<sup>st</sup> Sept 2015 -30<sup>th</sup> Nov 2015)

**Administration Assistant (sales & services)**

**Office Staff**

**APS Parcel Service**

(1<sup>st</sup> July 2015 – 30 Aug 2015)

## EDUCATION

Degree/Course	Year of Passing
<b>Diploma in Human Resource Management and Administration</b> IEHRD INSTITUTION , Jain University	Pursuing
<b>Jute products udyami</b> Rural Self Employment Training Institute , SBI RESTI	2019
<b>Diploma in Computerized Financial Management Accounting</b> CDIT , Government affiliated	2013
<b>B.com co-operation</b> Kerala University	2013
<b>Plus Two</b> Lajanathul Muhammadiya H S S , Kerala Board	2010
<b>S S L C</b> St. Joseph's H S S , Kerala Board	2008

## STRENGTHS

Time Management, Integrity, Hard working, Accurate, Qualitative

## HOBBIES

Waste material craft making, Gardening

## PERSONAL DETAILS

Address	Hajira Manzil Lajanath Ward Alappuzha, Kerala, 688001
Date of Birth	22/09/1992
Gender	Female
Nationality	Indian
Marital Status	Married
Languages Known	Malayalam, English, Hindi

## DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.



Sayana Sadique