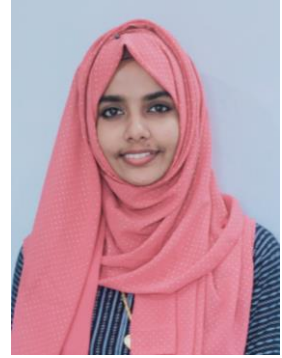


CURRICULUM VITAE

NOORJAHAN KM

Kizhakkekara (H) Kakkanad
Thrikkakara PO, Kochi, Kerala, 682021
Mobile No: +919895529846 
Email: nooraa7045@gmail.com



PERSONAL INFORMATION

Full Name : Noorjahan KM
Nationality : Indian
Gender : Female
Date of Birth : 15-07-1998
Marital Status : Married

CAREER OBJECTIVE

Excellent communication skills in English. Possess great computer knowledge and typing skills. In my vivid work-life of around 3 years, I have managed office administration cum operation works, communicated with clients, handled phone calls and emails, made appointments, prepared content for official purposes, and had the opportunity to prove my multitasking abilities, which makes me a confident employee. I look forward to functioning effectively in an organization and contributing my abilities to the growth of the respective company. I also look forward to constantly upgrading my knowledge and skills and making a difference in whatever I do.

WORK EXPERIENCE

- Associate Operations (Invisor Management Solutions Private Ltd) (2021)
- Project Sales Coordinator cum Content Writer (50 Concepts) (2021)
- Content Writer (Hemito Digital Pvt Ltd) (2020)
- Front Office Administration (Eyelink Systems) (2019)
- Process Voice Associate (Aabasoft Technologies Pvt Ltd) (2018)

KEY SKILLS

- ☑ Data Entry
- ☑ Microsoft Office
- ☑ Excel Spreadsheets
- ☑ Meticulous Attention to Details
- ☑ Excellent Typing Skills

- ☑ Confidence in Communication
- ☑ Excellent Knowledge and Communication Skills in English
- ☑ Excellent Computer Knowledge
- ☑ Excellent Browsing and Researching Skills
- ☑ Coordination and Management Skills
- ☑ Can Multitask Various Operations

EDUCATIONAL QUALIFICATION

- ☑ Degree in BA English (Ongoing)
- Indira Gandhi National Open University (IGNOU)
- ☑ Diploma in Computer Engineering (Dropped the course after a year)
- Govt. Polytechnic College, Kalamassery
- ☑ Higher Secondary: Science
- National Institute Of Open Schooling (NIOS)
- ☑ High School
- St. Mary's HSS, Morakkala, Pallikara, Kochi

LANGUAGES KNOWN

English - Proficient (Both written and orally)

Hindi - Intermediate (Well-handled, both written and orally)

Malayalam - Native

ACTIVITIES AND HONORS

- ☑ ***Achieved various certificates in sports and extra-curricular activities at the school level***
- ☑ ***Was a member of literature and science club in school, crave scientific knowledge and an avid space lover!***

DECLARATION

I hereby declare that the above statement is true and correct to the best of my knowledge and belief.

NOORJAHAN KM