



## **CURRICULUM VITAE**

**AYSHA BEEVI P.M**

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### **CAREER OBJECTIVE**

To optimally utilize the present skill, abilities, expertise and knowledge that I ever earned throughout my studies and working experience, so as to enable the organization achieve its goals and at the same time capture opportunities for constant learning and career development.

### **SKILLS AND ABILITIES**

- Flexible and hardworking.
- Organized and punctual.
- Works well as part of a team and on individual tasks.
- Enthusiastic, friendly and energetic with a genuine desire to provide outstanding services.
- Ability to multi-task while being attentive to customers and remaining flexible to the needs of the business

### **ACADEMIC QUALIFICATIONS**

- SSLC (BOARD OF PUBLIC EXAMINATIONS, KERALA- INDIA)
- HIGHER SECONDARY (BOARD OF PUBLIC EXAMINATIONS, KERALA- INDIA)
- BSC.BIOTECHNOLOGY KERALA – INDIA
- ASAP COURSE –HIP , KERALA-INDIA

### **PROFESSIONAL EXPERIENCES**

**Organization** : ABU DHABI CENTRAL POST OFFICE , UAE  
**Designation** : CLERK  
**Period** : 6 MONTHS

**Organization** : ICA COLLEGE, KERALA - INDIA  
**Designation** : ADMINISTARIVE CORDINATOR  
**Period** : 6 MONTHS

**Organization** : KHS MOBILE NETWORKING, KERALA - INIDA  
**Designation** : HANDSET INSET PROMOTER  
**Period** : 1 YEAR

## **PERSONAL PROFILE**

- Date of Birth : 29/07/1997.
- Passport No. : T5555175
- Nationality : Indian
- Marital Status : Married
- Languages Known : English , Malayalam , Hindi
- Current Residence : Abu Dhabi, UAE

All Documents are available on request.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**AYSHA BEEVI P.M**