



RAGDHA SULTHANA

HR ASSISTANT / ACADEMIC COORDINATOR

" I'M A VERY PASSIONATE PERSON SEEKING EMPLOYMENT THAT WILL MAKE THE BEST USE OF MY SKILLS AND ALLOW ME TO DEVELOP THEM FURTHER.

I HAVE EXCELLENT TIME KEEPING SKILLS. AND I PREFER HONESTY OVER ANYTHING. I'M CONFIDENT WORKING BOTH INDEPENDENTLY AND AS A PART OF A TEAM . "

SKILLS:

- Communication Skills
- Internet Browsing
- Dedication
- Leadership
- Adobe Illustrator
- MS Office Suite
- Time Management
- Organizational Skills
- Speed
- Quick Learning Capabilities

CONTACT DETAILS:

- Mobile: 0582855101
- Address: Warsan 4, Dubai , UAE
- Email: ragdhasulthana@gmail.com

LANGUAGES:

- English (Fluent)
- Malayalam (Native)
- Hindi
- Urdu

PERSONAL DETAILS:

- Date of Birth : 23 November 1996
- Nationality : Indian
- Visa Status : Family Visa

ACADEMIC PROFILE:

- MBA in Human Resource Management (2020-2022) - Bharathiar University
- BCom (Bachelor of Commerce) - Kannur University, (2015- 2018)
- HSE - Seethi Sahib Higher Secondary School, Kerala (2015) - 93%
- CBSE 10th - Sanjos Senior Secondary School, Kerala (2013) - 94%

ACHIEVEMENTS:

- Achieved 1st prize in College Communication Event and was selected as the Best Speaker.
- Achieved 1st in Intra-college Management Fest (HR Event).
- Achieved 2nd in District Level Inter-college Management Fest (Communication Event).
- Achieved 2nd in District Level Inter-college Management Fest (HR Event).
- Achieved 3rd in District Level Inter-college Management Fest (Best Manager Event).
- Achieved 3rd in District Level Inter-college management Fest (Treasure Hunt)
- Participated in National Level Inter-college Leadership Fest.
- Hosted 2 day Residential College Camp