

CURRICULAM VITAE

LISHANA P

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OBJECTIVE

To obtain a position that will enable to use my organizational skills, Educational Background and ability to work well with people.

EDUCATIONAL QUALIFICATIONS

Qualification	Board / University	Institution	Year of Passing	Percentage & class
B.Tech Computer Science & Engineering	Calicut University	Govt. Engineering College, Thrissur	2012	68.8 % First Class
Plus Two	State Board Kerala	Govt. Model Higher Secondary School, Perinthalmanna	2007	80.33 % Distinction
SSLC	State Board Kerala	Govt. Girls Higher Secondary School, Perinthalmanna	2005	79.21 % Distinction

PROJECTS

Mini Project : Network Monitoring in LAN

Main Project : Secure Internet Banking

COMPUTER SKILLS & KNOWLEDGE

- Knowledge & highly experience in Microsoft Office Package Software (Excel , Word, Power point & Database)
- Knowledge and experience in LMRA, GOSI, SIJILAT and CPR kind of all works
- Basic knowledge in Tally software / Accounting / Cashier
- Knowledge and experience in handling IT and network related issues in an office environment
- Knowledge and experience in Internet Surfing / Emails / websites etc
- Knowledge in installing Applications

WORK EXPERIENCES

- **Working as Customer Service Executive / Office Assistant in Fahdan Business Solutions W.L.L, Adliya, Kingdom of Bahrain - 2 years experience.**
- Worked as **Office Assistant** in LB Corporate Consultants W.L.L, **Salmabad, Kingdom of Bahrain - 1.5 years experience.**
- Worked as **Secretary** in Alwalaa documents clearance, **A'ali, Bahrain.**
- Worked as **Computer Operator** in Moulana institute of Nursing, Pharmacy & Paramedical sciences, Angadippuram Po, Perinthalmanna, Malappuram (dt), Kerala, India, for **4 years & 10 Months.**
- Worked as **Computer Teacher** in Moulana college of Nursing and Pharmacy, Angadippuram (Po) for taking classes (Theory & Practical) to B.Sc (Nursing) and B.Pharm students and has more than **2 years experience.**

PERSONAL PROFILE

Name : LISHANA. P
Gender : Female
Date of Birth : 01-08-1988.
Father's Name : Ashraf P, Mother's Name : Balkkees Beegam M
Marital Status : Married, Spouse Name : Abdul Sathar P
Nationality : Indian,
Religion : Islam
Address : Mattummathodi (H), Perinthalmanna, Malappuram, Kerala.

LANGUAGES KNOWN

- ❖ Read : English, Malayalam, Arabic, Hindi
- ❖ Write : English, Malayalam, Arabic
- ❖ Speak : English, Malayalam

DECLARATION

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



Date :
Place : Al Hoor, Bahrain

LISHANA P