

Manal Abdul Latheef

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Sharjah, UAE.



CAREER OBJECTIVE

Intend to build a career with a leading corporate of high-tech environment with committed and dedicated people, which will help me explore myself fully and realize my potential. Willing to work as a key player in a challenging and creative environment.

ACADEMIC QUALIFICATIONS

Bachelor Dental Science

Drop Out

Institution : Royal Dental College, Palakkad

University : Kerala University of Health Science, Kerala

Higher-Secondary Course

2015

Institution : NIOS

University : National Institute of Open Schooling

Class X

2011

Institution : Sir Syed English School, Thrissur

University : Central Board of Secondary Examination

TECHNICAL STRENGTHS

- **Operating Systems** : Windows (7,8, XP, vista,8.1,10,10.1).
- **MS office** : MS Excel, MS word & MS PowerPoint.

PERSONAL SKILLS

- Leadership Quality.
- Open to new people and ideas.
- Friendly, social and polite.
- Comprehensive problem-solving abilities.
- Excellent verbal and written communication skills.
- Excellent inter-personal skills and good team spirit.
- Willingness to learn, team facilitator.
- Flexible: can perform as an individual contributor as well as in a team.
- Hard working and result oriented.

CO-CURRICULAR ACTIVITIES

- Prominent participation in coordination & conduct of college union.
- Executive committee member of the Student Organization in the college.
- Volunteered in the various Blood Donation Camp conducted in the College.
- Conducted seminar in the college on "Safe Drive Safe life".
- Presented many presentations on different topics.

LANGUAGES KNOWN

- Speak(fluent): English, Hindi, Tamil and Malayalam.
- Read & Write: English, Hindi and Malayalam.

PERSONAL DETAILS

Husband's Name : Mohammed Muhasin

Date of Birth : 7th October 1995

Marital Status : Married

Nationality : Indian

Gender : Female

Hobbies : Music, Reading, Cooking
Passport No : L7248393
Skype : Mohdmohsin57

DECLARATION

I hereby declare that the foregoing information are true and correct to the best of my knowledge and belief and that I have not concealed any information, which might affect my suitability for this job.

Place : Sharjah, UAE.

Date :

Manal Abdul Latheef
