

RUMA M.A

CONTACT

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PERSONAL DETAILS

Date of Birth : 09/02/2001
Nationality : Indian
Gender : Female

SKILLS

Observation
Computer literacy
Self motivated
Decision making
Problem solving
Leadership

INTERESTS

Artistic work
Dance
Editing
Volunteering

LANGUAGES

English
Kannada
Hindi
Urdu

OBJECTIVE

To be a part of an dynamic organisation which will help me to grow to fullest and provide opportunities. Seeking a position to utilise my skills and abilities in order to contribute the success of the organisation.

EDUCATION

2017	10th St.michaels high school,Madikeri
2019	12th Govt PU college,Madikeri
2022	Bachelor in business administration Field Marshal.K.M.Cariappa College,Mangalore University, Madikeri

PROFESSIONAL SKILLS

Have an excellent communication skills to deliver information
Tally and GST
MS WORD
MS EXCEL
Power point presentation skill

ACHIEVEMENTS & AWARDS

Served as Marketing event head in state level college fest - Madikeri
Awarded as actively participating team & employability skill development training programme - conducted by mahindra, Naandi foundation.

CERTIFICATION

Completed a course Tally- EPR 9 from IT COMPUTER EDUCATION, MADIKERI-571201
Complete a course Microsoft word, excel, PowerPoint and advance from IT COMPUTER EDUCATION, MADIKERI-571201
Employability skills course (BRIDGE) from BOSCH.

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge.