



CONTACT

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📍 Kooval Puthiya Purayil
Pazhassi,
Kuttiattoor P O
Kannur-670602
Kerala India,

PERSONAL DETAILS

Date of Birth : 28-08-2000

Nationality : Indian

Marital Status : Single

LANGUAGES KNOWN:

- English
- Hindi
- Malayalam

SKILLS

- Confident & Optimistic
- Excellent Communication Skills
- Punctual & Hardworking
- Innovative & Initiative
- Attention to detail

TECHNICAL SKILLS

- Ms Office (word, excel)
- Tally
- DTP-(Arabic,English)

MIRSAB K P

Career Objective

Seeking a challenging position in a reputed organization where I can learn new skills expand my knowledge and leverage my learning. To get an opportunity where I can make the best of my potential and contribute the organization's growths.

EDUCATION

- Bachelor of International Office Administration (BIOA)
- PLUS TWO- Nation Institute of Open Schooling, Delhi
- SSLC – Kerala Board

EXPERIENCE

- **Office Administrator**
Eyeball Computer Education, Kannur, Kerala, India
1 Year and 6 Months (2023-2024)
- **Sales Executive**
Star Mobiles, Mayyil, Kannur, Kerala, India
2 Years (2021-2023)

Passport Details

Passport No : U7840512

Date of Issue : 11/11/2020

Date of Expiry : 10/11/2030

Place of Issue : Kozhikode

Declaration

I hereby declare that the above mentioned details are true to the best of my knowledge.