

R. ARIFA BEGUM

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22/06/2004

OBJECTIVE

Recent B.A. in English graduate with strong communication and analytical skills, seeking an entry-level position in banking. Known for my attention to detail, teamwork, and customer service orientation. Eager to leverage my administrative and problem-solving abilities to support smooth bank operations and provide excellent customer experiences. Excited to contribute to a dynamic banking team while learning and growing in the field.

EDUCATION

- **JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN** **2021-2024**
BA English
- **CHENNAI GIRLS HIGHER SECONDARY SCHOOL** **2021**
HSC
80%
- **CHENNAI GIRLS HIGHER SECONDARY SCHOOL** **2019**
SSLC
76%

SKILLS

- - Proficient in verbal and written communication, developed through coursework in English literature and writing-intensive assignments.
- Skilled in crafting clear and concise messages for effective correspondence with clients and colleagues
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PROJECTS

- **The House on the Mango street**
Theory - Thematic and character Analysis

This is a novel which is about chicano culture and which describe the struggle and problems faced by the girl.

INTERESTS

- Reading books
- Travelling
- Mehendi art

LANGUAGE

- English
- tamil
- hindi
- urdu

CERTIFICATION

- student development programme -Academic writing
- communicating with confidence
- skill development programme - Theatre skills
- workshop on - French language