



HAFSA THASIMUDEEN

MBA

CONTACT DETAILS

Sarang
Odayam
Varkala P.O. 695141
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India

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PERSONAL PROFILE

Date of Birth : 08-06-1994
Nationality : Indian
Religion : Islam

PASSPORT DETAILS

Name : Hafsa Thasimudeen
Number : U7044217
Expiry : 02-12-2029

RESUME OBJECTIVE

Accountant / Administrative Assistant with 2 year of experience, preparing interpreting and analyzing financial reports, handling all administration tasks, managing and distributing relevant information by maintaining utmost confidentiality. Possess an MBA in finance / HR and expertise in Tally, Busy, MS word, Excel, PowerPoint and administration skills. Looking to leverage my wealth of knowledge and experience into an organizations success.

EXPERIENCE

Accounts Assistant / Administrative Assistant

Dar al Saada packaging material Trading, Sharjah UAE.

August 2019 to Present

- Preparation and interpretation of financial reports.
- Accurate and timely processing of invoices and check runs.
- Register vendors and maintained strong relationship.
- Assist in customers in finding their required product
- Facilitate administrative duties for the entire team.
- Maintain vacation calendar and notify the department manager.
- Type and review correspondence, emails, and reports.
- Attending calls and responding to queries.

Accountant / Administrative Assistant

Rolex International Tours and Travels, Kerala UAE.

June 2018 to July 2019

- Maintained all accounting records and files.
- Processed invoices, sales tax, and purchase orders, ensuring the accuracy of all data.
- Answered and screened telephone calls in a courteous manner while taking messages with a high degree of accuracy
- Drafted and replied to E-mails.
- Managed an active calendar of appointments, filed expense reports, composed and prepared confidential correspondence.
- Ensure and maintain confidentiality of all communications and documentation.

LANGUAGES KNOWN

	R	S	W
English	*	*	*
Hindi	*	*	*
Malayalam	*	*	*

SKILLS

Tally ERP
Microsoft office
QuickBooks / Daceasy
Peachtree 2012
Verbal and written communication
Organization
Customer service
Efficiency
Attention to details
Team Player and Leadership
Excellent Interpersonal Skills

HOBBIES

Travelling
Reading
Cooking

EDUCATION

MBA 2016-2018	Mount Zion College of Engineering and Technology, Pathanamthitta APJ Abdul Kalam Technological University
BBA 2013-2016	CHMM College For Advanced Studies, Thiruvananthapuram Kerala University
12th 2011-2012	COMMERCE BATCH Sree Narayana Senior Secondary School, Thiruvananthapuram Central Board of Secondary Education (CBSE)

ACTIVITIES AND ACHIEVEMENTS

DIFA 2019	Diploma in Indian and Foreign Accounting G-Tech education, Trivandrum
Project Work 2018	Critical Assessment on Financial Health SIDCO (State Industrial Development Corporation) Trivandrum
Project Work 2018	Working Capital Management State Farming Corporation of Kerala Limited (SFCK), Punalur
Internship 2017	Kallingal Motors Trivandrum
ZIO'ORA 2k17	Management Fest Cordinator Mount Zion School of Business Management, Pathanamthitta
S P S S worshop	Participated in the workshop on research methodology in business management using SPSS
Green Belt Six Sigma	Participated in 3 day workshop of green belt six sigma

DECLARATION

I solemnly declare that the above given particulars are true to the best of my knowledge and belief.

Hafsa Thasimudeen