



Name: SHADIA

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Objective

A highly motivated and ambitious professional seeking a quality environment to enhance my knowledge and skills. Objective to obtain a challenging position and inculcate my knowledge and skills in the most effective way towards the upliftment of the organization

Work Experience

Pure Health and Somerian Health (June 2021 – January 2022)

- Collection of Nasal and Oral Swab samples of Covid patients
- Well versed with documentation and data entry process

Professional Summary

- Comprehensive knowledge of accounting, financial and Administration practices.
- Ability to build and maintain effective working relationship with Suppliers and customers.
- Attention to detail with good communication and interpersonal skills.
- Possess excellent planning, organizational and management skills.
- Extensive knowledge of Banking activities and financial planning.
- The ability to remain calm and objective in all situations.

Technical Skills

Highlights: Process improvement, Team player, MS Office, Java, HTML C, C++, Windows OS,

Educational Qualification

- Bachelor of Computer Applications (BCA) from Bharathiar University, Coimbatore, India.
- Board of Higher Secondary (+2), Under Government of Kerala, Kerala-India.
- Secondary School Leaving Certificate (S.S.L.C), Under Government of Kerala.

Personal Details

DOB: 09-07-1998
SEX: Female
Nationality: Indian
Passport No: R8036720
Marital Status: Married
Mother Tongue: Malayalam
Languages: English, Malayalam, Hindi, Tamil.

Declaration

I hereby declare that all the above information is true of my knowledge and belief. The originals will be produced as required.

Yours Faithfully,
Shadia