

NAZARIN KHAN

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AYOORKONATH
HOUSE P.O,
PURANATTUKARA
THRISSUR-KERALA
PIN: 680551



PH: 9946000314

OBJECTIVES

To be a part of an organization that offers challenging responsibilities and opportunities and also provide constant learning ground to the maximum for the growth of the organization by fully utilizing my skills.

COMPUTER KNOWLEDGE

- Tally Prime
- MS Office
- Power Point

ACADEMIC PROFILE

2012-2014

M.G University, Kerala

- Pursued the Degree of Masters in Commerce
St. Joseph College, Cochin
2009-2012

M.G University, Kerala

- Pursued the Degree of Bachelors in Commerce
-St. Joseph College, Cochin
2007-2009

Kerala State Syllabus

- Pursued Higher Secondary Certificate in Commerce
-Santa Cruz Higher Secondary School, Cochin-1
2006-2007

Kerala State Syllabus

- Pursued Secondary School Leaving Certificate
-Fatima Girls High School, Cochin – 1

PERSONAL PROFILE

Age : 30 Years
Date of Birth : 08/04/1991
Sex : Female
Religion : Islam, Muslim
Nationality : Indian
Marital Status : Married
Languages Known : English, Malayalam, Hindi, and Urdu

CO-CURRICULAR ACTIVITIES

Field : Responsible Office Management, Business and Associating Business People
Strength : Sincere, Co-Operative and Industrious
Hobbies : Listening to Music and spending time with Family & Friends

Experience

I have worked as Account Assistant (1.5 yrs.) at Nippon Express India Private Limited - Kakkanad (Ernakulam), Kerala, India(2014-2016)

I have worked as Accounts Assistant (1yr) in Excel Impex, Puranattukara, Thrissur, Kerala, India(2018-2020)

I am working as Accounts Assistant at Primetone Digital Press Pvt Ltd, Thrissur, Kerala, India(April 2021 onwards)

DECLARATION

I hereby declare that the above furnished information are true to my knowledge and

belief. Place: Puranattukara

Date: 16-12-2021