



RIFNA T

rif0495@gmail.com

CONTACT



+971 58 107 4535



rif0495@gmail.com

Seeking a challenging opportunity in a well-established organization upon which I can apply and further enhance my professional background, skills and experience. I am responsible, punctual, very lively and intelligent. I am flexible in my work and I can easily deal with stressful and demanding environment.

KEY SKILLS

- Charismatic, enthusiastic, ambitious and friendly. Excellent communication skills with active roles in college activities leading a team.
- Creative and confident with handling a wide range of situations in a calm manner.
- Holding a **PG Diploma in computer application** and computer proficient with good internet knowledge and skills in Tally, MS Office, Excellent in Excel Recognized for reliability and "getting job done" through a persistent and strong work ethic.
- Fluent in languages such as English, Hindi, Tamil, Malayalam, Arabic(intermediate).

EDUCATION

- **MASTER OF BUSINESS ADMINISTRATION (H.R.M)**

Bharathiar University Tamilnadu, India (2018)

- **BACHELOR OF COMMERCE**

Calicut university Kerala, India (2011)

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

EXPERIENCE

**June 2012 to Dec 2015 ACCOUNTANT Cum ADMINISTRATOR at
A.M KOYA Engineering & Contractors, Calicut, kerala.**

**Dec 2017 to Nov 2019 ACCOUNTANT Cum ADMINISTRATOR at
K.S.K FABRICATORS and ERECTORS PVT.LTD, Perambra, Calicut, kerala.
(Project : Hydro power project)**

PERSONAL DETAILS

- Date of birth : 7th July 1990
- Marital status : Married.
- Nationality : Indian.(Kerala)
- Visa status : Spouse Visa

REFERENCES

Available on request.