

CURRICULAM VITAE

IRFANA IQBAL

**DIP 2, Jebel Ali, Dubai
United Arab Emirates**

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Career Objective

To be associated with a progressive organization where I can share and enrich my skills and be a part of the team that works dynamically towards the growth of the organization.

Educational Qualifications

- MBA(Finance and HR),Union Christian College,Aluva,(MG University 2018-2020)
- B.com(Finance and Taxation),St.Xavier's College for Women,Aluva (MG University 2015-2018)
- Plus Two from Ideal Public School,Thaikkattukara P.O,Aluva (CBSE 2015)
- SSLC from Ideal Public School,Thaikkattukara P.O, Aluva (CBSE 2013)

Additional Qualifications

- Diploma in Goods and Service Tax Practice conducted by KERALA STATE RUTRONIX.
- Microsoft office specialist badge
<https://www.youracclaim.com/go/zxVuggreRSqw9ZTl8PwkQQ>
- Devskiller Tech Recruitment Certification
<https://devskiller.com/hr-certification/1mVh6yDl8gk5qfAid0AKB3>

Work Experience

Worked as HR Executive in Kenan Management Consultants Pvt. Ltd (May 24th 2020 -30th October 2021)

Workshops Attended

- Logistics and supply chain management conducted by WHRDE(world human Resources development education)

- Foundation programmed in capital markets conducted by HEDGE school of applied economics
- GST seminar conducted by GST CENTRE

Computer Literacy

- Have knowledge in handling internet and enhanced software Package.
- Have knowledge in Microsoft office
- Have knowledge in Microsoft excel and power point

Strength

Proactive, Quick Learner, Hardworking, Goal Oriented, Well Organized & not easily discouraged.

Personal profile

Nationality	:	Indian.
Sex	:	Female.
Date of Birth	:	22/03/1996
Marital status	:	Married
Religion	:	Islam/Muslim
Languages known	:	English, Malayalam & Hindi
Contact number (UAE)	:	+971 505187527

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

IRFANA IQBAL