



CAREER OBJECTIVE :-

To be a part of company's growth and development by being hardworking, loyal and dedicated to my job to maximize my abilities of the same time to make use of my time effectively and productively

SHEEJA MOL TP

Mobile : 0523467179

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sheejamoltp@gmail.com

Skill Highlights

- Willing to learn new skills
- Enthusiastic and committed to all type of work initiatives.
- Ability to adapt to a fast changing work environment.
- Good communication skills in English and Hindi.
- Like to work in team.
- Passionate about work.
- Outgoing and friendly.
- Holding UAE Driving License (I885895)

Computer skills

Ms office : Dos, Excel, PowerPoint
Tally : Accounting Software
Typewriting English : higher & lower

Passport Information

- Passport No: M4263176
- Date of Issue: 08/12/2014
- Date of expiry: 07/12/2024
- Visa status: Employment

Languages skill

- English(read-write-speak)
- Hindi (read-write-speak)
- Arabic (read-write)
- Malayalam(read-write-speak)

Work Experience in UAE

- Worked as a **Sales co-ordinator cum Cashier** in 7 Emirates Department Store Abudhabi (2 years)
- Worked as a **Shop in charge** in Al- Taj optics, Sharjah(4 years)
- Worked as an **Administrator cum Accountant** in Occasion Interiors Dubai (1 year)

Work Experience in India

- Worked as a **Cashier cum Accountant** in Oceanic Cargo and money Exchange Calicut Airport . (6 Months)
- Worked as a **Teacher** in Kerala , India (2 years)
- Worked as an **Insurance Advistor** in ICICI Prudential (Investment and Insurance Company) (1.5 year)
- Worked as a **Receptionist** in Al Abeer group of hospital(1year)

Education

- **B Ed degree** – Farook training college , Kerala- India
- **BA Economics** – Providence women's college , Kerala- India
- **Pre Degree** –EMEA college ,Kerala - India
- **SSLC** – Board of Education , Kerala -India

Certifications

DCFA- Diploma in Computerized financial Accounting

Declaration

I do here by declare that the above subjects I have mentioned are true to best of my knowledge and belief .