

# CURRICULUM VITAE



**Mrs. Noufira Fabin**

## Personal Profile

DOB : 06.02.1989  
Gender : Female  
Nationality : Indian

## Communication

Mob: +971 501241662  
Umm Al Quwain, UAE

## E-mail

[noufirafebin@gmail.com](mailto:noufirafebin@gmail.com)

## Languages Known

English, Hindi, Malayalam

## CAREER OBJECTIVE:

I would like to utilize my lively and energetic attitude in teaching students with great enthusiasm. With my administrative and institutional abilities, I would also work to perform administrative tasks and responsibilities. I would also like to lead students and participate in doing constructive programs. And to seek a challenging assignment in an environment that leverages my skills to the optimum and provides results-oriented creativity and growth to the employer establishment.

## PROFESSIONAL EXPERIENCE:

### AL WAHA ZOOM SECURITY SOLUTIONS, DUBAI, UAE

November 2012 – November 2013

Position: Accountant / Admin Assistant

- Preparing Invoices and receipts
- Preparing payments
- Reconciliation of Bank Statement
- Handling petty cash
- Attending calls and liaise with sales department for the customers requirement
- Visa related works of the employees

### THOMSON AND COMPANY, INDIA

June 2012 - August 2012

Position: Accountant

- Preparing Invoices and receipts
- Encoding purchase vouchers to the system
- Reconciliation of Bank Statement.
- Scrutinizing the Receivables and Payables and other overdue
- Receivables, Debtors and Creditors Reconciliation, Bank Reconciliation
- Cashbook and Bank book, Credit control, and government Taxations.
- Preparation of financial statement.

## PERSONAL INFORMATION:

Date of Birth : February 06, 1989  
Passport No. : V 1846377 valid till 2031  
Civil Status : Married  
Nationality : Indian  
Languages Known : English, Hindi, Arabic

## COMPUTER PROFICIENCY:

- DOS and fundamentals
- MS OFFICE
- TALLY ERP & PEACH TREE
- Programming in SQL and Internet browsing

**EDUCATIONAL QUALIFICATION:**

<u>Institute/University</u>	<u>Course</u>	<u>Duration</u>	<u>%</u>
Mar OsthathEOS Training College (Calicut University)	Bachelor of Education in Commerce (B.Ed)	2019-2021	83 %
Ansar Women's College (Madurai Kamaraj University)	Master of Commerce & Marketing (M.Com)	2013-2014	60 %
MES Ponnani College (Calicut University)	Bachelor of Commerce (B.Com)	2006-2009	79 %
ICA E H S S, Vadakkekad	10+2 (Commerce)	2004-2006	85 %
MI G H S S, Ponnani	10th Grade	2004	65 %

**PROFESSIONAL QUALIFICATION**

Advanced Diploma in computerized financial accounting, Trissur, Kerala, India.

**ADDITIONAL CERTIFICATION:**

- National Service Scheme Certificate (NSS)
- Completed 60 days course in Media & Entertainment (Videography), conducted by Jan Shikshan Santhan Thrissur, Kerala
- Participated in Opana at Inter Training Collegiate Arts festival.
- Participated on International Workshop on New Age Teaching Technologies conducted by ST. Aloysius College.

**OTHER PROFILES:**

- Highly experienced in office routines, co-ordination and administration.
- Exposure to customers, meeting deadlines and making decisions under pressure, planning, scheduling, handling confidential documentation, claims and providing administrative and secretarial support to management, preparing reports and statistics etc.
- Ability to work effectively within a team environment as well as to take responsibility for individual assignment

**REFERENCE:**

Shall be furnished upon request.

I hereby declare that the information given are correct to the best of my knowledge and belief, and that I have not withheld any information, which might reasonably be calculated to adversely affect my suitability for employment.

Mrs. Noufira Fabin