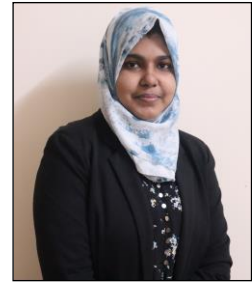


## **FATHIMATH MINHA. N**

Email : minuminz97@gmail.com  
Contact no : +971-544830015



### **MCOM FINANCE**

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#### **Career Objectives**

To be an important member of a team in a organization that would afford me with opportunities to develop, innovate and contribute my very best by participating its organizational strength and ethos and bringing in added values by utilizing my training, qualification and experience.

#### **Strength**

My confidence and knowledge keep me sailing in a crisis. I do not get worried with minor incidents in life or aberrations in behavior of people around me. I am rather strong willed and possess the ability to forgive and forget. I can do multitasking works according to job category. I do believe that I can take up challenges where my abilities and initiatives are recognized, appreciated and well utilized which will lead to ultimate growth. I am a good team player and communicate well in English.

### **ACADEMIC QUALIFICATION**

- Darul Falah English School (CBSE 10<sup>th</sup> )(2013) Percentage of marks : 92%
- Commerce with Computer Application GHSS Pattikkad,(12<sup>th</sup>) (2015)  
Kerala State Board Percentage of marks: 88.83%
- Bachelor's Degree (Bcom Finance) St. Mary's college, Puthanangadi (2018)  
University of Calicut Percentage of marks: 70.70%
- Mcom Finance GEMS Arts & Science College, Ramapuram (2020)  
University of Calicut Percentage of marks: 71.75%
- Completed Short course in Tally, MS Office, Desktop Publishing and computer fundamentals

### EXPERIENCE

In 'MA PACKERS' (2020 April-2020 November)

#### Accounts Assistant:

##### *Duties and responsibilities:*

- Computerised billing Filing of documents and Computerised account maintenance.
- Receive, sort and distribute incoming mails.
- Update and maintain databases such as mailing lists, contact lists and client information and Retrieve information when requested.
- Type documents, reports and correspondence.
- Make officials trips for meeting suppliers & Co-ordinate and organize appointments and meetings.
- Assist with event planning and implementation, Monitor& maintain office supplies.

### PERSONAL SKILLS

Comprehensive problem solving abilities, verbal and written communication skills, ability to deal with people diplomatically, willingness to learn team facilitator hard worker. Innovative, highly creative, good at thinking 'out of the box'. Willingness and ability to work independently and as part of a team. Able to work under pressure, meet deadlines and multitask. Highly organized and able to priorities own work schedule. Ability to listen and understand the requirements of customers quickly, diplomatically, and courteously

### PERSONAL PROFILE

Nationality:	Indian
Date of Birth:	26 Feb 1997
Marital Status :	Married
Languages Known:	English, Malayalam, Hindi and Tamil
Visa Status	On visit visa till February 2021