



SHABEENA NAUSHAD

P O Box 38392

Dubai – U.A.E.

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email: shabeenanaushad@gmail.com

OBJECTIVE

To apply my specialized knowledge and skills in a challenging position whereby my interest and talent can be utilized and developed. To secure a responsible career opportunity to fully utilize my training skills, while making a significant contribution to the success of the Company. Kindly requesting to give a chance to work in your esteemed organization as an Assistant Accountant OR Cashier OR Office Clerk OR Customer Service OR any suitable post.

PROFILE SUMMARY

Experience in UAE

- Worked as an Accountant including telesales marketing at Al Mehwar Stationary, Sharjah, UAE (2013 – 2015)
- Worked as an Accountant at Al Sanabel Confectionary, Sharjah, UAE (2010 – 2013)

Experience in INDIA

- Worked as an Auditor in Kudumbasree Micro Enterprises Ltd., Kochi, Kerala, India (2019 – 2020).
- Worked as an Assistant Accountant in George & Co. (Auditing Firm) , Kochi, Kerala (2018-2019)
- Worked as an Accounts Clerk at Hycount Pipes Ltd., Kochi, Kerala (2009 – 2010)

EDUCATIONAL QUALIFICATIONS

- Graduation (B.Com), Mahatma Gandhi University, Kerala, INDIA.
- IATA Consultant Course (International Travel and Tourism) at Kannanthanam School of Tourism Studies, Kochi, Kerala, INDIA (Affiliated University: IATA – Montreal, Canada).
- Practical Accounting and Taxes Course completed, Tax Study Center, Kottarakkara, Kerala, INDIA.

COMPUTER SKILLS

- MS Office (Excel, Word, Outlook etc.)
- Diploma in Computerized Financial Accounting
- Galileo (GDS)

Contd. 2/-

VISA STATUS

- Husband's Sponsorship (Dubai Residence Visa)

LANGUAGES

- English
- Arabic (Reading & Writing fluent and speaking average)
- Hindi
- Malayalam

PERSONAL DETAILS

Gender : FEMALE
Marital Status : MARRIED
Nationality : INDIAN
Religion : ISLAM
Hobbies : LISTENING MUSIC, SINGING, READING AND TRAVELLING

REFERENCES

Mrs. Annie Varghese
Director
Kannanthanam School of Tourism Studies
(IATA Training Partner)
Kannanthanam Lane, Valanjambalam
Kochi – 682016
Kerala – India.
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Mr. Ali Noushad
Xtreme Visions Ltd. / Volante Tower
Dubai – UAE.
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DECLARATION

I hereby declare that the above mentioned information are correct up to my knowledge and belief.

SHABEENA NAUSHAD