

# HABEEB BARKATH FATHIMA

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## COMPUTER PROFICIENCY

- MS Excel
- Advanced MS- Excel
- MS Excel- VBA
- TallyPrime
- MS Word
- MS PowerPoint
- SQL
- HTML

## KEY SKILLS

- Journal
- Ledger
- Trial Balance
- Balance Sheet
- Bank Reconciliation Statement
- Cost Accounting
- Income Tax
- Corporate Accounting
- Business Simulation
- Business Forecasting
- Regression

## SKILLS SUMMARY

- Time Management
- Fast Learner
- Adaptability
- Ability to work in team
- Communication Skills
- Detail Oriented

## PROFILE

An enthusiastic and dedicated fresher seeking a full-time position in the field of analytics, where I can apply my knowledge and skills for continuous improvement and excel at the position of analyst by assisting the organization in planning and development of strategies.

## EDUCATION

**Bachelor of Business Administration(Business Analytics) | 77%**

Kristu Jayanti College,  
Bangalore, Karnataka, India | 2018 – 2021

**Economics, Business Studies, Accountancy, Computer Science | 88.3%**

St. Charles Women's PU College,  
Bangalore, Karnataka, India | 2016 – 2018

**SSLC | 76.80%**

Florence High School,  
Bangalore, Karnataka, India | 2015 – 2016

## PROJECT

**A study on Consumer Buying Behaviour towards Branded clothes among working individuals.**

February 2021-April 2021

This study was conducted to identify the factors influencing consumer's to purchase branded clothes. Data was collected through questionnaire which was circulated among working people.

## **INTERNSHIPS**

**Data Entry Operator, Government Organization,  
Bangalore**

**August 2020 - October 2020**

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- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

## **EXTRA CURRICULAR**

Actively participated in various inter and intra college events.

## **ACHIEVEMENTS**

- Won second prize in Savishkar 2018, an exhibition conducted by the Department of Management, Kristu Jayanti College.
- Won first prize in Sports Competition conducted by Florence High School in 2011.

## **HOBBIES AND INTEREST**

- Playing Badminton
- Listening Songs

## **PERSONAL INFORMATION**

- Father's Name : Basheer Ahamed
- Mother's Name: Burhani
- DOB : 28th April, 2000
- Address : No.20, Aasha Mahal, Hennur II cross, Lingarajpuram, Bangalore-84
- Languages  
Known : English, Tamil, Kannada, Hindi
- Nationality : Indian

## **REFERENCE**

Available upon request.

## **DECLARATION**

I hereby declare the above information's are true to the best of my knowledge.