

RESUME

Z. AYESHA FARHANA

Dubai, UAE,

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OBJECTIVES:

Intend to build a career in a fast-paced leading corporate which will allow me to explore myself fully
By challenging my skills and offer professional growth while being resourceful, innovative and flexible.

Work Experience

Fresher

Skills:-

- Adaptability Skills,
- Problem Solving,
- Work Ethic,
- Communication,
- Interpersonal,
- Punctuality,
- Team Work & Collaboration,

EDUCATIONAL QUALIFICATION:

Master Degree

Course	:	M.Com. (Master of Commerce)
Name of the Institution	:	Bharathidasan University- India
Month & Year Passed	:	2019 to 2021

Bachelor Degree

Course	:	B.Com. (Bachelor of Commerce)
Name of the Institution	:	Bharathidasan University, - India
Month & Year Passed	:	2016 to 2019.

TECHNICAL SKILLS:

- MS Word, MS Excel.
- Power point.
- Tally ERP 9.
- Proficient in basic use of computer.

PERSONAL STRENGTHS:

- Good communication skills.
- Highly motivated and enthusiastic.
- Good listener.
- Disciplined and hardworking.

OVERVIEW

- Commerce,
- Economics,
- HR Management, and advance accounting,
- Customer relationship,
- Quick Learner very hard working
- Ability to work under pressure and meet deadlines and challenges,
- Excellent ability to understand and analyse client requirements,
- Strong through process.
- Logical thinking, self-learner,
- Good development skill,

PERSONAL PROFILE:

- Address: : 1/83,A, Malligai malar street,
Vasanthanagar, Somarasampettai,
Tiruchirappalli.
- Date of birth : 05.12.1998
- Passport number. : V5975092
- Nationality : Indian
- Languages : English, Tamil, Urdu, Hindi.

DECLARATION:

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Yours faithfully,

(Z. AYESHA FARHANA)