***CURRICULUM VITAE***

HASEEBA BADARUDEEN

MOBILE NO: 056 - 3576857

E-MAIL: haseebab98@gmail.com

***OBJECTIVE:***

To achieve an entry level position in administration or accounting field so as to utilise and develop my skills as well as for fulfilling organisational goals.

***EDUCATIONAL QUAIFICATION:***

* **2019 Bachelor of commerce**  
   Documentrix Success Point - Sharjah  
   - Graduated with scholarship
* **2016 Higher secondary education** New Indian Model School - Dubai - Topped 9.4% from State board
* **2014 SSLC** New Indian Model School - Dubai - Topped 9.4 CGPA from CBSE board

**SKILLS AND ABILITIES:**

* Team work
* Fast learner
* Good typing skills
* Good communication skills
* Proficient in MS suites (Excel, Word, PPT)
* Organised and determined person
* Amiable character
* Optimistic thinker

***PERSONAL INFORMATION:***

* Date of Birth : October 6, 1998
* Age : 20
* Marital status : Single
* Visa status : Under Father’s Sponsorship
* Place of birth : UAE
* Gender : Female
* Citizenship : Indian

***DECLARATION:***

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