

CARRICULAM VITAE

FASINA. M



Contact Information:

Rashidiya, Dubai, UAE

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Email:
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Personal Information:

Sex : Female
Date of Birth : 08/05/1994
Marital status : Married
Nationality : Indian

Passport Details:

Passport No : P5410332
Date of Issue : 30/12/2016
Date of Expiry: 29/12/2026

Visa Status : [Husband visa](#)

Language Known:

English, Hindi

Career objective

To build career in a growing organization where I can get the opportunity to prove my ability and accepting challenges and also utilize my knowledge and skill in a challenging environment with the commitment for excellence and also serve as a role model for others.

Academic Credentials:

- ❖ B.SC computer science, college of applied science, Vadakkanchery-MAR2015
- ❖ PLUS TWO-Science
- ❖ SSLC from state board of Kerala

Professional experience:

1. Staff at sales Tax Department (Moopen's Associate Pvt. Ltd.) 2018 SEP to 2019 AUG

- ❖ Sales tax
- ❖ Income tax
- ❖ Auditing
- ❖ Project report
- ❖ Data entry

2. IT Support staff, at Co Operative Bank, Kerala JUL 2017 to JAN 2018

- ❖ Sales of different types of accounts
- ❖ Dealing customers
- ❖ Maintaining document
- ❖ Target completion
- ❖ Assisting making report
- ❖ Data entry

3. IT Teacher at Sigma computers, Kerala, JUN 2016 to MAY 2017

- ❖ Word processing
- ❖ Spread sheet
- ❖ Date base
- ❖ Email management
- ❖ Internet navigation
- ❖ Language : C C++, JAVA, MS Office

Strength:

- ❖ Capable Of Working Under Pressure & Meeting Deadlines Under Minimum Supervision
- ❖ Self-Starter, Fast Learner With Flexibility To Adapt To Change With Problem Solving Spirit
- ❖ Good Analytical, Planning & Organizational Skills
- ❖ Excellent Communication Skill

Personal Qualities:

- ❖ Responsible towards my work
- ❖ Possess positive attitude
- ❖ Self-motivated and directed
- ❖ Hardworking
- ❖ Team worker
- ❖ Punctual
- ❖ Loyal

Skills:

- ❖ Operating system : Windows, LINUX
- ❖ Language : C, C++, JAVA, MS Office, Tally

Declaration:

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

References: -Available upon Request

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