



SUFAIVA LATHEEF

FRESH GRADUATE

CONTACT

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SKILLS

MS Word

COMMUNICATION SKILLS

EXCELL

LANGUAGES

ENGLISH

ARABIC

MALAYALAM

TAMIL

ABOUT ME

AMBITIOUS AND SELF-ESTEEMED GRADUATE FRESHER WHO IS CAPABLE OF APPLYING INTERPERSONAL SKILL FOR THE IMPROVEMENT OF THE COMPANY. LOOKING FORWARD TO WORK IN COMPETITIVE ENVIRONMENT THAT CAN BOOST MY OVERALL LEARNING AND CAREER.

EDUCATION

BACHELOR OF ARTS IN ENGLISH **ST JOSEPH'S COLLEGE**
(07 2017 - 03 2020)

ACCOUNTING AND TAXATION **GOVERNMENT VOCATIONAL
HIGHER SECONDARY SCHOOL
MADAYI**
(09 2015 - 05 2017)

CERTIFICATIONS

**ACCOUNTING AND TAXATION
TRADE CERTIFICATE** **STATE BOARD OF VOCATIONAL
HIGHER SECONDARY
EXAMINATION KERALA**
(May 2017)

**OFFICE AUTOMATION FOR
BUSINESS** **STATE BOARD OF VOCATIONAL
HIGHER SECONDARY
EXAMINATION**
(May 2017)

MANUAL ACCOUNTING PRACTICES **STATE BOARD OF VOCATIONAL
HIGHER SECONDARY
EXAMINATION**
(May 2017)

COMPUTERISED ACCOUNTING **STATE BOARD OF VOCATIONAL
HIGHER SECONDARY
EXAMINATION**
(May 2017)