

## **CURRICULAM VITAE**

**RAFEENA**  
**Sharjah-UAE**  
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### **CAREER OBJECTIVES**

A fast learner pleased to make use of my capabilities in areas of Accounts like billing and record the daily transaction through by day book. I would like to work in an environment where performance is rewarded with new responsibilities.

### **PERSONAL SKILLS**

- Good communication, Smart, Pleasing, Matured, Honest, Intelligent, Dedicated and Self-motivated personality with good interpersonal skills.
- Listening to others when they communicate, asking questions to better understand.
- Positive attitude, managing process and ability to know Market Knowledge.
- Flexibility in work area and self-confident with a high sense of confidentiality.
- An ability to work independently and collaboratively.
- Employees efficient in working with internet and E-mail operations.

### **EDUCATIONAL QUALIFICATION**

- **Bachelor of Computer Application**  
Masters Academic of Professional Studies  
Course completed in 2015, University of Kannur
- **HSE Commerce**  
IPC English School Maniyur, Payyoli, Kozhikode.  
Pass out in 2012, Kerala Syllabus.
- **SSLC**  
KMHSS, Kotakkal  
Pass out in 2010, Kerala Syllabus.
- **PDCFA (Professional Diploma in Computerized Financial Accounting)**  
6 Month Course

## **TECHNICAL SKILLS**

- Knowledge in TALLY ERP.9
- Highly skilled in MS-Excel, MS-Word

## **MY STRENGTH**

- Work effectively as part of team or individually.
- Strong interpersonal, communication and customer service skills are also essential.
- High managerial and supervisory skills.
- Confident of undertaking any type of administrative jobs.
- 100% confidential in any type of work.

## **PERSONAL ATTRIBUTES**

- Willing to accept change and learn new skills.
- A good team player with passion to lead a team.
- Hardworking with analytical capabilities.

## **EXPERIENCE**

- **AUDIT ASSISTANT**  
CA ARENHIKKAL FAHAD ACA  
CHARTERED ACCOUNTANT  
17<sup>th</sup> October 2017 to 31<sup>st</sup> January 2020
- **ASSISTANT ACCOUNTANT**  
WELCARE GROUP  
9<sup>th</sup> march 2020 onwards

## **PERSONAL INFORMATION**

Date of Birth : 30-05-1995  
Nationality : Indian  
Sex : Female  
Religion : Islam  
Marital status : Married  
Language known : Malayalam, English, Hindi (Read & Write)

## **DECLARATION**

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

Place: sharjah  
Date :19.04.2021

