

ANILA RAHIM

Contact No. +971 56 636 9338

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Place: Dubai, UAE



Objective

To make positive contribution while being a part of your dynamic and well reputed organization in apposition where my management, decision making and communication skills will be appreciated and enhanced.

Educational Background

- ❖ **B A Economics - 2012**
M.G University - Kerala, India
- ❖ **Plus Two - 2009**
Board of Higher Secondary Examination - Kerala, India
- **Professional Diploma in Computerized Financial Accounting**
Exlnc Computer Centre, Changanacherry - Kerala, India
- **Diploma in Fashion Designing**
Desiya Vanitha Sevak Samaj School of Fashion Designing

Qualifications & Skills

- Good communication skills and personality.
- Excellent Skills Data Entry with Tally and Microsoft Office
- Experience of handling retail cash counter
- Experience in Balance Sheet Account Preparation
- Flexible, quick learner, Dedicated and hard worker.
- Computer literate.

Work Experiences

- ❖ **Company** : **Exlnc Computer Education Centre – Kerala, India**
Position : Accountant
Period : 01st July 2019 to 10th November 2021
- ❖ **Company** : **Colossy Ladies Wear – Kerala, India**
Position : Cashier
Period : 09th July 2014 to 30th November 2018

Duties & Responsibilities

- Handling cash, credit and debit card transactions.

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Scanning goods, and collecting payments from customers.
- Issuing receipts, refunds, and change to customers

Personal Data

Full Name : ANILA RAHIM
 Gender : Female
 Civil Status : Married
 Date of Birth : 17/12/1991
 Nationality : Indian

Languages Known

English
Hindi
Malayalam

Passport Details

Passport No.	T4861001
Visa Type	Visit Visa
Visa validity	26/1/2022

Computer Knowledge

- MS Office (Word, Excel, PowerPoint and Access)
- Tally
- Internet & E-mail

Hobbies

- Travelling
- Internet Browsing & learning new things

Declaration

I hereby declare that the above mentioned details are correct and complete to the best of my knowledge.

ANILA RAHIM