

FAREEDA A ABDULRAHIMA

Contact

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Languages

- English
- Malayalam
- Hindi
- Tamil
- Arabic(Read and write)

Summary

Would like to gain necessary experience to hopefully become a member in your HR administration and accounts team of all services running across the platform.

Skill Highlights

- Operational efficiency
- Strong decision maker
- Complex problem solver
- Managment skill
- Innovative
- Service-focused

Experience

Co-ordinator Cum Accountant, 2019-2020

G-Tec Education, India.

- Procedure for admission and controlling examination conducting in the institute.
- Maintain accounts upto date.
- Providing information to the staff regarding the rules of the institution.

Customer Care and Documentation, 2012-2013

National General Insurance, Dubai.

- Providing customer service.
- Creating the documents to be provided to the customers.
- Providing upto date information regarding the policies to the customers.

Education

MBA in HUMAN RESOURCE(2016-2018),
BHARATHIAR UNIVERSITY.

GRADUATE in BCOM-COMPUTER APPLICATION;
CALICUT UNIVERSITY.

Certifications

Tally Certification 6.5.4.
Sap Certification.
Microsoft Office Certification.