

F.ESHRATHUNNISSA

Assistant Accountant & Finance

Mob cum Whatapp: +971 55 463 77 88

Email: eshrath_2018@yahoo.com

[Dubai – UAE](#)

OBJECTIVE

To build a career in growing organization where I can get the opportunity to prove my abilities by accepting challenges. A highly organized and hard-working individual looking for a Responsible position to gain practical experience.

EDUCATIONAL QUALIFICATIONS

- **B.Com (General)** at Justice Basheer Ahmed Sayeed College for women, Teynampet, Chennai, Affiliated to University of Madras, Chennai, CGPA of 3.61(out of 4) at 'A' Grade, Aggregate Marks **75.84%**, 2018-2021 Batch.
- **12th Standard** at Dhanish Matriculation Higher Secondary School, Kambar Nagar, Chennai, Aggregate Marks **90.33%**, Completed in April 2018.
- **10th Standard** at Dhanish Matriculation Higher Secondary School, Kambar Nagar, Chennai, Aggregate Marks **90.88%**, Completed in April 2016

Work Experience

Worked as **Accounts Assistant** in private concern at Chennai for 6 months from May to Oct 2021
Day to Day office accounts entering in tally software, Preparing Sales, Purchases, and Expenses Account, Preparing Profit & Loss Account, Sending mails to customers.

TECHNICAL SKILLS

- Well-developed active listening skills
- Leadership skills
- Good communication skills
- Great team member
- Dedication for Work and Passion to Succeed
- Positive attitude, eager to learn

AREA OF INTEREST

- Accounting & Finance
- Marketing
- Customer Support
- Telecommunication

CERTIFICATION

- Tally Erp9 with GST & Ms-Office
- Typewriting-Junior Grade Typewriting (English)
- Basic Computer Course

EXTRA-CURRICULAR ACTIVITIES

- Participated in “Champion Woman life Leadership” Programme, 2021
- Hosted Seminar on Human Resource Management
- Leader of the class (2017-2018)

ACHIEVEMENTS

- Secured Distinction in Tally ERP9 with GST (2019)
- Secured Second Class in Typewriting (2018)
- Secured 1st Place in Islamic Quiz (2016)
- Secured Merit Certificate from class 9 to 12

PERSONAL STRENGTH

- Good Problem Solving Skill
- Hardworking, Self-Motivated
- Good Decision Making Skill
- Adaptability, Smart Working, Optimistic
- Good Analyzer
- Quick Learner, Adaptive to Changing Environment

PERSONAL DETAILS

Father's Name	: Mohammed Fazlullah
Mother's Name	: Asifa Banu
Gender	: Female
Date of Birth	: 16/08/2000
Religion	: Muslim
Nationality	: Indian
Marital Status	: Unmarried
Languages Known	: English, Hindi, Tamil, & Urdu
Visa Status	: Visit Visa
Notice Period	: Immediate Joining

DECLARATION

I hereby declare that all the above information is correct and accurate to the best of my Knowledge.

Thanking you,

Place: Dubai

Date:

Your's faithfully,

F.Eshrathunnissa