

# Khan Azima Hussain

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City: Dubai

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## **Objectives:**

To obtain a position in your company that would best fit my qualifications and to further develop my talents and skills for continuous career development.

## **Personal Information:**

**Language Fluency:** English, Hindi, Urdu, Arabic, Tamil, Persian

**Gender:** Female

**Date of Birth:** 15<sup>th</sup> July 1986

**Height:** 5-4''

**Status:** Single

**Religion:** Muslim

**Visa Status:** Tourist visa

**Passport No:** K7556859

**Passport Expiry:** 11<sup>th</sup> Dec 2022

## **Education:**

**2010-12 :** Mumbai University, Master Of Commerce.

**2003-06 :** Mumbai University, Bachelor Of Commerce.

**2001-03 :** Maharashtra Board, Higher Secondary Education

**2000-01 :** Maharashtra Board, Senior Secondary Education

**Personal strength:**

- Hard working, efficient and responsible.
- Able to work under minimal supervision and can work well under pressure.
- Eager to learn quickly any new job technique.
- Good customer service with sincere, loyal and trustworthy.

**Skills and Capabilities:**

- Tally ERP 9
- Operating Windows with M.S Office
- Excellent knowledge of Microsoft Excel, & Microsoft Word
- Basic Knowledge of Computer.

**Employment Highlights:**

**April 2014-May 2018 : Archive Clerk – Marhaba Tourism – Tour & Travel - Dubai**

- Applying the all types of visas and checking the visas applications.
- Following and releasing the visas.
- Clearance the problems of the Visa Applications from Immigration.
- Maintain the Customer Security letter.
- Attestation of the certificates.
- Preparing the Legal Translation of the Documents and Certificates.
- Doing follow up with client and maintaining accounts of transaction.
- Preparing weekly/monthly bills of client.
- Finalization of company accounts on weekly/monthly/annually basis.