



@ thabuvais@gmail.com

☎ 0561352104

📍 Abudhabi

SKILLS

Computerized Accounting (Tally, Foreign Account, Billing, Data Entry, Typing)

Office Automation (well versed in MS Word & Excel, Internet), Well Typing speed, Good Knowledge in Internet explorer, Microsoft Windows 7, Java, C, C++, knowledge Billing, Ticketing

Well disciplined, hard working and fast learner, Friendly and able to build relation with people

INTERESTS

Cooking

Travelling

LANGUAGE

English – Speak, read and write, Hindi – Read and Write, Arabic – Read and Write, Malayalam – native Language

OBJECTIVE

To secure a challenging and exciting career in an esteemed organization and put to use my talents and skills to the overall development of myself as an individual and more towards the society and my surroundings in a larger sense.

EXPERIENCE

Akshaya District Project Office, Kerala, India. -

Data Entry operator - 2 year

Wadihuda Progressive School, Kerala, India -

Receptionist - 1 year

EDUCATION

Kannur University

2012-2015

Bachelor of Computer Science

Ignou University

B. Com

Akbar Academy

IATA & Airport management

G.H.S.S.Kottila

Higher Secondary (Education Board of Kerala)

Seethi Sahib Higher Secondary School

SSLC (Kerala board of High School)

Univac

Foreign Accounting, Data entry/Typing/Editing/Designing

ADDITIONAL INFORMATION

Personal details.

Date of birth: 10/09/1995

Nationality: Indian

Gender: Female

Marital status: Married

Religion: muslim

Passport No : M6485129