



JASEEMA JANEESH

POST GRADUATE IN
MBA HRM

An enthusiastic professional with highly determined and communication skills having masters of administration degree seeking an entry level opportunity to serve with an esteemed organisation where i can grow so that i will able to contribute with my enhanced skills and capabilities

NATIONALITY : INDIAN

DOB : 17/12/1994

PASSPORT NUMBER: M2628326

CONTACT



+971 522822308
+971 554356569



jaseemajamal999@gmail.com



<https://www.linkedin.com/in/jaseema-janeesh-773736229>



DUBAI, UNITED ARAB
EMIRATES

MY TECHNICAL SKILLS

PROFICIENT IN MS WORD EXCEL
QUICKBOOKS,
TALLY ERP ACCOUNTING AND
PEACHTREE FOREIGN ACCOUNTING
FAST IN TYPING

PERSONAL SKILLS:-

- *OPENNESS TO EXPERIENCE
- *QUICK LEARNER
- *INTERPERSONAL SKILL
- *LEADERSHIP SKILL
- *ENGAGED LISTENER
- *ADAPTIVE
- *EFFECTIVE COMMUNICATION
- *TIME MANAGEMENT

LANGUAGE

ENGLISH
MALAYALAM
HINDI

PROFICIENT
NATIVE
BASIC

INTERNSHIP EXPERIENCE

Year	Institution	Responsibilities
2015 march	Co- operative rural urban bank Kunnamkul am	*managing client bank accounts including opening and closing overseeing transaction
		processing deposits payments and withdrawals Assisting co workers by administrative and clerical duties as data entry and filing
		Resolving client queries and complaints

EDUCATION

POST GRADUATION
MBA HUMAN RESOURCES
MANAGEMENT
UNIVERSITY OF
BHARATIYAR
second class
*Passed IAB examination
A GRADE

BACHELOR OF COMMERCE
UNIVERSITY OF CALICUT
B+ Grade

2012-2015
HSE 92% COMMERCE
WITH COMPUTER
APPLICATION
SSLC 80%