**RESUME**

**A M T U L K A R E E M**

Management in Business Administration Specialization: Finance & HR

**Career Objective:**

To be an element and responsible professional and secure a prominent position in the Company leading towards a successful career, utilization of my education in overall success of the Concern and professional growth based on the performances.

**Personal Skills:**

* Determined and focused in delivering job responsibilities.
* To work in a diverse and cross-cultural environment
* Fluent language skills and effective communication.
* Willingness to take every opportunity to learn and grow.
* Able to work in multiple areas
* Team work and bounding.

**Academic Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Year Passed | College/ University | Percentage |
| MBA | 2013 | Deccan School of Management, Osmania University (UAE Attested Degree Certificate) | 66% |
| B.Com (Computers) | 2011 | St. Georges Degree College for Women, Osmania University | 74% |
| Intermediate | 2008 | St. Georges Girls Junior College, Osmania University | 84% |
| ICSC | 2006 | St. Georges Girls Grammar School, Council for The Indian School Certificate Examinations, New Delhi | 68% |

**Academic Internship: Trends in Mutual Funds (Mid-East Shares and Brokerages)**

* To understand the role and types of Mutual Funds in India
* To know the value of Mutual Funds in India and their major aspects.
* Overview of operations, functions and risk involvement in investing in various equity diversified mutual fund schemes.
* Awareness about RBI (Reserve Bank of India) norms and guidelines.
* To know the organizational structure of Mutual Funds.
* To know the steps of how to invest in Mutual Funds by investor.
* To know the best Mutual Funds investment plans like systematic investment plan.

**Technical Exposure:**

* Computer Operations of M.S. Office and Internet.
* Typing speed 30 W.P.M
* Tally ERP 9.0

**Personal Information:**

Name: Amtul Kareem

Nationality: Indian

Marital Status: Married

Age: 24 Years

Gender: Female
Languages Known: Fluent in English & Hindi

**Job Seeker First Name / CV No: 1811826**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

