

**RISLATH.**

**Email Id:** **rislath.303669@2freemail.com**

**PROFESSIONAL OBJECTIVE**

To built a career in challenging environment, an opportunity to execute my management skills in a dynamic organization and to crystallize the best of me achieving objectives.

**PROFESIONAL EXPERTISE**

Manage all petty cash and office supply expense accounts

Establish customer credit lines and set up credit accounts with vendors. Excellent time management and leadership skills.

Confident, self driven, dynamic and loves to learn

**ACADEMIC CREDENTIALS**

Bachelor of Science – [Chemistry] 74%Calicut University, 2008 Bachelor of Education – Calicut University, 2010

**COMPUTER SKILL**

MS-Office: - MS-Word, MS-Excel, MS-Power Point, MS-Outlook. Internet Browsing & Surfing

**PROFESIONAL EXPERIENCE**

Worked as a Teacher in Girls Higher Secondary School in Kerala. India 2009-2010

**PERSONAL PROFILE**

Date of birth

: 16/04/1989

Sex & marital status

: Female &married.

Nationality & Religion

: Indian & Muslim

Visa Status

: Husband Visa

Languages Known

: English, Hindi & Malayalam

**DECLARATION**

I hereby declare that the above-furnished information is true to the best of my knowledge. I promise you that I will be a Dynamic Personality who is very truthful and loyal to your company.