**AMINA**

**AMINA.310551@2freemail.com**

 CURRICULUM VITAE

Objective:

**I am looking forward for an opportunity to work in a challenging environment where my experience and academic skills will add value to organizational operations. And would like to be a part of an organization where I can use and enhance my knowledge and talent for the development of both the organization and myself.**

Core Competencies:

* Keep financial records accurately.
* Prepare correct and essential financial reports for auditing and other use.
* Innovative and practical view.
* Capable of taking speedy and exceptional decision and also put thoughts in order in terms of time limit and workload.
* Exceptional communication as well as interpersonal skills.
* Familiar with current computer technology.
* Profound understanding of international finance.
* Capable of setting priorities, managing multiple tasks and meeting up deadlines.
* Detail-oriented with excellent organizational skills.
* Known governmental accounting procedures and practices, fiscal management and fund accounting.
* Exceptional in assessing and interpreting composite financial data.
* Excellent customer services skills
* Abilities to maintain confidentially
* Payroll administration
* Record maintenance skills

SUMMARY

* MBA with dual specialization in Finance and HR from M.G University with, an aggregate of 60%
* BBA Graduate from KERALA University, with an aggregate of 73%

ACCADEMIC QUALIFICATION

* 2012 – 2014: MBA, Mahathmagandhi University (M.G) Govt. of Kerala, India.
* 2008 – 2011: BBA, University institute of technology, Kerala University, Kottarakkara.
* 2006 – 2008: Plus Two, Board of Higher Secondary Education, Kerala.
* 2005 – 2006: SSLC, Board of Public examinations, Kerala.

CERTIFICATIONS

* Diploma in computerized Financial Accounting in Presidency computer ITI,

Charummod, Kerala, India.

ACADEMIC PROJECTS UNDERTAKEN

Project works assignments

**Company : Aspinwall Company Ltd, Alappuzha**

**Industry : Manufacturing**

**Project Title : Inventory Management and its Effects on Working capital.**

Project description

* Studying the contribution to working capital by inventory management.
* Studying the financial statements of the company with the help of various financial tools such as ratio analysis and trend analysis.

**Company : Milma Pathanamthitta Dairy**

**Industry : Manufacturing**

**Project Title : An Organization Based Study**

Project description

* Studying the functions of various departments and correlation between the theory and the real business.
* Studying the organization structure as well as the functions of the firm.

**Company : Kerala Electrical and Allied Engineering Company Ltd.**

**Industry : Manufacturing**

**Project Title : Training and Development**

Project Description

* Studying the effectiveness of training and development of the company.
* Studying the various training programme and the level of satisfaction in training and development among the employees of the organization.

WORK EXPERIENCE

1. **Presidency college of management and technology, Kerala, India**

 **Duration: 05-May-2014 to 25-Mar-2016**

 **Position: Assistant administrative officer**

Work Profile

* Oversees and administers the day today activities of the office
* Administer the student registration or admission to graduation or leaving
* Provides assistances and support to an academic team of lectures, teachers and other management staffs.
* Coordinates examination and assessment process
* Provides assistance in the understanding and interpretation of university policies and procedures as appropriate
* Answering and dealing with telephone enquiries
* Provides assistance in all college administration activities including student applications, registrations, records, fees, queries time tabling, awards, events up to date websites etc.
* Support and supervise all departments such as finance careers marketing HR etc.
* Oversees the operation of office accounts like dealing with cash payments and receipts, maintaining cash books ledgers and fees collection.

COMPUTER EXPERIENCE

* Proficient in MS Office (Word, Excel, Power point)
* In depth Knowledge of tools like tally ERP 9.0,Quick Books
* Knowledge of accounting principles.

INTRESTS

I am quietly learned, make others laugh and feel happy, enjoy the nature.

CALIBER

* Self confidence with a positive attitude.
* Relish responsibilities and hard working
* Self-starting and willings to learn

PERSONEL DETAILS

Date of birth : 20 Aug 1990

Sex : Female

Nationality : Kerala, Indian

Religion : Islam, Muslim

Marital Status : Married

Languages Known : English, Malayalam & Hindi

07/07/2020

DECLARATION

I hereby declare that all the information provided above is correct to the best of my knowledge.