

**RESUME**

**NAME**: **AFREEN**

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OBJECTIVE

To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

**ACADEMIC PROFILE**

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| --- | --- | --- | --- |
| **COURSE** | **YEARS** | **INSTITUTION/BOARDS** | **AGGREGATE** |
| **B.COM 3RD YEAR** | **2015-16** | **KSOU, MYSORE** | **65%** |
| **B.COM 2ND YEAR** | **2012-13** | **KSOU, MYSORE** | **70%** |
| **B.COM 1ST YEAR** | **2011-12** | **KSOU, MYSORE** | **60%** |
| **P.U.C** | **2007-08** | **PPC ADMAR** | **80%** |
| **S.S.L.C** | **2006** | **SARASWATHI MANDIRA HIGHSCHOOL UCHILA.** | **80%** |
| **COMPUTER TEACHER TRAINING COURSE**  (DTP,PHOTOSHOP,TALLY ETC) | **2011** | **MANIPAL EDUCATIONAL ACADEMY, UDUPI** | **A+** |

**PERSONAL SKILLS**

* Comprehensive problem solving abilities.
* Good verbal and written communication skills.
* Willingness to learn, team facilitator and a hard worker. AL TRAIN
* Thorough knowledge of Accounting.
* Ability to deal with people diplomatically.

DEPARTMENT COVERED

Accountant

Computer Operator

Underwriter

Assistant Accountant

WORK EXPERIANCE

Nearly Two year worked as an Accountant and Underwriter in Star Health and Allied Insurance Company Ltd, Udupi.

**Rules & responsibilities**

* Customer Relationship
* Responsible for achieving & exceeding the customer satisfaction score.
* Responsible for the property in the work area

PERSONAL DETAILS

NTBSGDC

Date of Birth : 25-09-1990

Sex : Female

Marital status : Married

Nationality : INDIAN

Mother Tongue : Urdu

Languages : Kannada, Hindi, English (to Read, Write, Speak), Tulu.

DECLARATION

I hereby declare that all the above facts are true to the best of my knowledge and I will be responsible for any discrepancy.

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