****CV No 2008998**

***CURRICULUM VITAE***

**Area of Specialization: HR&FINANCE**

**OBJECTIVES**

To be part of well-rounded organization serving to any position, which can enhance my skills, related to the field of exposure. And to acquire a suitable position that will give meopportunity to apply the knowledge that I have gained and to obtain new knowledge and learning experiences essential for my career growth.

**EXPERIENCE**

* Experience as Sales Executive from 17th August 2015 to 30th November 2016.
* Maintain customer relationship and build up trust.
* Maintaining files and records.
* Handling official phone calls and checking mail.
* Experience as a finance executive (1stJanuary 2014 to 29th December 2014) in Bajaj Finance Ltd, one of the reputed company in Kerala
* To managing finance department of the firm.
* Inventory control.
* Deals with tax and government regulations.
* Maintain sufficient cash balance for daily operations.
* Prepare purchase order and quotations for company requirements.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Course | Year | University/ Board | % mark |
| 1. | MBA (HR&Finance) | 2011-2013 | MG university | 55 |
| 2. | BA English Literature | 2008-2011 | Kerala university | 40 |

**COMPUTER SKILL**

* Tally ERP9
* Computer in Office Automation
* MS Office

**LANGUAGES**

* Speak : English, Malayalam
* Read &write: English, Malayalam, Hindi.

**PERSONAL DETAILS**

Father name : Sainulabdeen

Mother’s name : Rasheeda

Nationality : Indian

Gender : Female

DOB : 10th March 1987

Religion : Muslim

Marital Status : Married

**DECLARATION**

I do hereby declare that the given information above are true to the best of knowledge and belief.

Regards,

***SHEHINA S***

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| **SHEHINA S – CV No 2008998**  Whatsapp +971504753686  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |