***Curriculum Vitae***



**Hafiza**

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**OVERVIEW:**

I am a Commerce graduate with a passion for hard work, I work hard to achieve my goals and have seen a lot of success in the activities I have undertaken, whether it is academic, sports or social activities. After Graduation (B.Com-Finance) I pursued Post Graduation Diploma in Business Management as well as work in an Organization as an Accounts & Admin Executive. Currently, I am on a visit visa to Dubai and looking for a suitable position to start a great career with long term commitment.

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job of job satisfaction andself-development which help me achieve personal as well as organization goals. Intend to learn where experienced people will help me to explore myself fully and realize my potential & willing to work in challenging & creative environment.

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| Degree | Institution/Board | Year | Percentage |
| Post-Graduation Diploma in Business Management. | Guwahati University, Assam, India | 2016 | Result awaited |
| B.Com (Hons- Finance) | Guwahati Commerce College | 2015 | 75% |
| 12th (AHSEC) | Guwahati Commerce College | 2012 | 78% |
| 10th (SEBA) | St. Mary’s English Higher Secondary school | 2010 | 79% |

**TECHNICAL SKILLS**

* D.C.A Course from Third Eye Computer Education Guwahati.
* Tally Course (ERP9) from Third Eye Computer Education Guwahati.

**INTERNSHIP**

* Two months internship program done with HDFC Bank Pvt .Ltd. (Chandmari, Guwahati Branch) from July 2015 to August 2015.

Roles& Responsibilities-

* Preparing report on Customer Satisfaction.
* Customer Representatives. (Assisting customers in opening new accounts, modifying existing accounts, assisting in paperwork completion). (Additional duties include answering questions about bank products and services and responding to customer questions with the help of proper guidance from the trainer).
* Coordinating with the customers for Mobile banking and Net banking.
* Marketing of Banks accounts (Current, Savings, Fixed and Demat Accounts).
* File Management.
* Coordinating with customers and bank employees on various accounts dealing.
* Preparation of Questionnaire on various topic on banking, customer satisfaction, net banking and financial banking.
* Preparing a Final Report of the overall experience in the Finance Department covering each and every topic.

**PROFESSIONAL EXPERIENCE:**

* Worked as **Administration &Accounts Executive** in **F-TECH Pvt. Ltd** from 1st October 2015 to 15 October 2016.[F-tech- (A Skill development organization)]

Roles & Responsibilities-

* Handle Administration duties such as preparing Internal Memos/Notices, Reports as well as Scanning and Printing.
* Maintaining all official records. And complete printings of Letterheads &Business cards.
* Check and reply all e-mails on daily basis, in order to make sure no mail remain non responded by the end of business day.
* Forward incoming general emails to the appropriate staff member.
* Undertake the task of receiving calls, take messages and routing correspondence. Maintain diary, arrange meetings and appointments and provide reminders.
* Compile and Update the records of staff database. (Both hard and soft copy).
* Maintain relation with clients.
* Look for respond of same and coordinate for action with marketing/sales team if required.
* In charge of inventory control of stationary, paper (check & stock), sundries (check &stock) and issuing of purchase requisitions.
* Handling Travel arrangements, Travelling expenses, Stationary expenses.
* Regular supervision on security & housekeeping.
* And any other responsibility in office assigned by superiors.
* Management and Coordinate the maintenance of office equipment, maintaining a clean and enjoyable working environment.
* Recruiting candidates and checking their profiles as per the office requirement, when required.
* Maintaining Accounts in Tally ERP9.
* Stock In and Purchase Bill Entries.
* Maintaining Stock Register.
* Working in spreadsheets, purchase ledger and journals.
* Maintain Cash Book and Bank Reconciliation Statement.
* Maintaining of Cheque book and keep a track of Office bank accounts (Deposit and withdrawal of amount and keep a record in Tally).
* Managing petty cash transactions.
* Calculating and checking to make sure payments, amounts and records are correct.

**KEY SKILLS**

* Excellent Written and Verbal communication skills (built up through strong convent schooling background as well as constant participation on essays, presentations during my time in school/college and through replying to email queries during my office work placement).
* Strong customer service skills and Excellent telephone manners (built up through work experience involving admin work and answering calls).
* Self-Motivation and ability to take the initiative to work well under pressure.
* Punctuality and Time keeping.
* Ability to take responsibility. (Given extra responsibilities at school/college being constantly involved in all extracurricular activities as well as taking part in official extra work during my work placement and coordinating with the seniors).
* Teamwork skills (Worked well as a part of team in office experience).
* Quick learner, keen to learn and improve skills.
* Up-to-date with advancement in office gadgets and applications.

**EXTRA CURRICULAR ACTIVITIES**

* Participated in various sports activities and won prizes in Athletic, Basketball, Kabaddi, Kho Kho etc.
* Participated in Cultural Activities, Cooking competition and won prizes.
* Participated in: NCC ( A certificate holder)
* Trekking.
* Active member in college student union body (Assam Student Union).

**LANGUAGE KNOWN:**

* English, Hindi & Assamese.

**HOBBIES:**

* Sports (Running, Team sports, Tennis, Basketball etc.)
* Music (Listening).

**PERSONAL DETAILS:**

Date of Birth : 30th December1992

Gender : Female.

Marital Status : Married

Religion : Islam

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date: Your Faithfully**

**Place:**