**Curriculum Vitae**

**Azoora**

**Azoora.337534@2freemail.com**

**Career Objective**

Looking for a longterm and responsible job opportunity.To build long term career with opportunities for proffessional and personal growth. To be a part of successful and competent environement and contribute to it with my skills and abilities.

**Profile Summary**

* Highly motivated and enthusiastic graduate looking for a challenging job opportunity.
* Excellent communication skills.
* Good teamworker.
* Easily adapts into changes in work conditions.
* Aware to technological changes.
* Quick learner.
* Eager to learn new technologies and methodologies.

**Academic Qualifications**

* B.COM -

Sir Syed College,University Of Kannur,Kerala. (May 2014)

* HigherSecondary Education-

 St.Teresas Anglo Indian H.S.S (March 2011)

* 10th Std-

 St. Teresas Anglo Indian H.S.S.(March 2009)

**Academic Project**

Financial analysis of Pallikunnu Service Co operative Bank Ltd.

**Duration**

6 weeks

**Project Summary**

* Did a study on the financial accounts of the organisation for 5 consecutive years.
* Compared the accounts of these years.
* Calculated various ratios to find out the financial position of the organisation.
* Drew inferences and gave new suggestions to improve the financial position.

**Software Skills**

* Microsoft Office
* Tally

**Personal Skills**

* Hardworking
* Communication skill
* Team worker
* Competitive

**Career Summary**

* Accountant/Secretary/Document controller: Arch Builders,Kerala,India.
* Programme Coordinator- Marketing Event ,National Level Management Fest ‘Obduro’,Sir Syed College.

**Special Achievements**

First Place for Communication event- National Level Management Meet,Brennen College,Kannur.

**Personal Profile**

* Date Of Birth:10/09/1993
* Sex: Female
* Marital Status: Married
* Languages known: English, Hindi, Malayalam.
* Nationality: Indian

**Declaration**

I hereby declar e that the above information is true to the best of my knowledge and belief.