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**SAINA**

**Saina.362460@2freemail.com**

# Career Objectives

Ambitious to build a career in accounting and finance with an organization where team work is required and hard working is appreciated and to be in a position which is best suited to my knowledge and skills.

# Academic Credentials

|  |  |  |  |
| --- | --- | --- | --- |
| Course |  Institution/Board | Year of Passing | Mark Scored |
| Masters Degree inCommerce | IGNOU- India | 2016 | 61% |
| Bachelor Degree inCommerce | Calicut University-Kerala | 2009 | 71% |
| Plus Two (Commerce Group) | Assumption HSS, HSE-Kerala | 2006 | 85% |
| SSLC | Board of Public Examination Kerala | 2004 |  79% |

# Computer & Software Skills

* MS OFFICE,MS EXCEL
* TALLY
* OFFICE AUTOMATION AND ACCOUNTING SOFTWARE

# Training & Workshops Attended

* Attended two month spoken English training class conducted by Anglo Intelligentsia institution at Thrissur.
* Attended one day personality development program.

# Personal Strength

* Flexibility and adaptability
* Positive Attitude
* Hard working
* Goal oriented

# Commerce Papers Studied

* International Business Environment
* International Marketing Management
* India’s Foreign Trade
* Export Import Procedures and Documentation
* International Marketing Logistics
* International Business Finance
* Organization Theory and Behavior
* Research Methodology and Statistical Analysis
* Financial Management

# Work Experience

Worked as Accounts Assistant for the period from September- 2014 to November-2015 at GOOD YEARS HIRE PURCHASE AND FINANCE AMBALLUR-THRISSUR.