**SHAMSEENA**

**Email :** **shamseena.367326@2freemail.com**

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| **OBJECTIVE** |

 To be associated as an employee with a progressive organization that gives me scope to

 update knowledge and skills in accordance with the latest ideas and be a part of the team

 work that dynamically works towards the growth of the organization and gain satisfaction.

 **EDUCATIONAL QUALIFICATIONS**

 **. Pursuing ACCA Qualification , (fundamentals F5 and F6)**

 PWC’s Academy, Dubai

* **Bachelor of Commerce ( finance)**

CityInternationalTrainingCentre, ajman(CalicutUniversity)

* **Grade 12** ,CBSEstreamwith79% ,

NewIndianModelSchool,Dubai

* **Grade** **10**,CBSE stream with 7.6 ,

New Indian Model School, Dubai

 **TECHNICAL SKILLS**

* Internet Applications
* MS Word
* MS Excel
* My SQL(basics)

 **PERSONAL SKILLS**

* Effective inter-personal skills.
* Ability to manage and accomplish individual, team and organizational goals.
* Pro-active and people oriented.
* Driven to learn and apply new ideas and skills.
* Able to identify, visualize and implement solutions to problems.
* Ability to adapt with the changing environment.
* A possible attitude and total belief in my capabilities.
* Good analytical skill with strong interpersonal skill.

 **OTHER SKILLS**

* Excellent social and communication skills.
* Disciplined and accurate.
* Able to stay calm under pressure.
* Ambitious, self-motivated, energetic, sincere and hardworking.

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| **PERSONAL DETAILS** |

Age & Date of birth : 01/06/1995

Nationality : Indian

Sex : Female

Religion : Islam

Marital Status : Single

Languages Known : English, Hindi, Tamil and Malayalam

Hobbies : Reading, Listening to music, cooking and learning new technology

**PASSPORT DETAILS**

Date of Expiry : 16/10/2017

Visa Status : Father’s sponsorship

Visa Expiry : 31/05/2017

**DECLARATION**

I do hereby confirm that the information given above is true to the best of my knowledge and belief.