

F A T H I M A

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Dubai, UAE

Team Player

Fast Learner

Detail Oriented

Leadership Skills

Planning & Forecasting

Diary Management

Presentation Skills

MS Office

Tally ERP

Adobe Illustrator

A highly resourceful and enthusiastic fresher with the potential to impart excellent accounting and administrative support and a versatile office management. Efficiency to adapt to fast-paced and challenging environment. Approachable and able to establish a good rapport with a range of different people. Skilled in organizing, categorical documentation, scheduling and prioritizing with a diligent attention to detail.

C O N T A C T

P R O F I L E

* An in-depth study into employee orientation program at WebNamaste, India as part of academic project work. Study was conducted by distributing questionnaires among the employees and attending meetings with the supervisors for the implementation of suggested employee handbook.
* Internship program at PK Steel, Calicut for an elaborate study of the organizational structure. Worked closely with the HR manager to comprehend how the tasks are allocated, coordinated and supervised to direct the entire firm towards the achievement of organizational goals.
* Organized and coordinated inter collegiate management fest, Nirvana’15, that marked the participation of more than 3000 students from across Kerala.

P R O F E S S I O N A L E X P E R I E N C E

S K I L L S

T E C H N I C A L S K I L L S

E D U C A T I O N

E X P E R T I S E

**Financial:**

* Analyzing financial information and meeting financial objectives.
* Creating ad hoc reports and verifications by maintaining policies and procedures.
* Monitoring daily cash position and ensuring sufficient cash to meet daily expense.
* Optimal entry of financial data using system software for easy reviewing of accounts and understandingthe current trends.

**Administrative:**

* Excellent time management skills, able to prioritize work and multi-task in order to meet established deadlines.
* Proper handling of paper works and filing system, thus ensuringefficient, organized and systematic documentation.
* Meticulous forecasting of events in order to deliver the work assigned in an error free and precise manner.
* Scheduling appointments and meetings in addition to dealing with queries internally and externally.
* Management of office inventory and proper maintenance of office space.

**Bachelor of Business Administration (Finance)**

St. Joseph’s College,

Devagiri, India

GPA 3.4

C E R T I F I C A T I O N

**• Diploma in Financial Accounting**

**• Adobe Illustrator**

Gtec Computer Education

Calicut, India