

 **NASMA**

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**CAREER OBJECTIVE**

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and which in turn will enhance my professional career.

**ACADEMIC QUALIFICATION’S:**

**2014-2017 Amity University, Dubai**

BBA (Bachelor of Business Administration in Banking & Insurance)

Secured 9.35 CGPA

**2013-2014 The Indian High School**

HSC (Higher Secondary Science Stream- secured 88.8%)

**2011-2012 The Indian High School Dubai**

SSC (senior secondary- secured 9.2 GPA)

**PROFESSIONAL EXPERIENCE**

**July - 2016 Mahindra Holidays and Resorts India Private Limited Dubai (Hospitality Sector)**

• Worked as finance intern.

• Assisted the finance team in payment collection.

• Attended calls of customers for resort booking and solving grievances.

**Sep –November 2015 Abu Dhabi Commercial Bank**

**(Banking sector)**

• Worked as a promoter for their new credit card “Simply Life” across supermarkets during the weekends.

• Assisted the sales team in collection of leads.

• Approach customers to introduce about the new product and collect

their personal details.

**Sep-December 2017 Home tutoring**

* Taught kids subjects like Maths, Science, English and Hindi of grade 4 and 7 for helping them understand better.
* Taught kids of FS1- grade 2 subjects like Maths and English.

**VOLUNTEERING EXPERIENCE**

• Volunteered for orientation ceremony at Amity University Dubai 2016.

• Volunteered in THE ENVIORNMENT AWARENESS Programme in The Indian High School, Dubai in the year 2013.

• Volunteered in The Environment Awareness Programme in The Indian High School, Dubai in the year 2012.

• Volunteered for Breast Cancer Awareness Programme in The Indian High School, Dubai in the year 2012.

**EXTRA CURRICULAR/ACHIEVEMENT**

• Participated in Eco fashion and won 2nd prize in 2017.

• Participated in Poster making competition on Environment in 2017.

• Participated in throw ball competition.

• Participated in ad mad competition and won 2nd place in 2016.

• Participated in drama competition conducted by the school in 2013 and won 3rd place.

• Participated in sports day conducted by the Indian High School, Dubai and won 3rd price in the relay race in 2006.

**PROJECT /RESEARCH WORK**

• “Why did these big shots/companies go bankrupt? How?” (Surya Vinayak Industries Ltd).

• Documents required for Trade finance.

• Study about the CTR and STR obligations.

• Study about “CREDIT CARD FRAUDS Around the world” (ALBERTO GONZALES).

• Study about the Regulations of financial Market India.

• Study about JB Morgan Chase & Co.

• “Review the scope & significance of Engineering and project insurance in India”.

• Study about various marine insurance policies delivered by insurance companies.

• Minor Project- Summary of ted talk by Karina Funk: “Sustainable Investing: What you dint know could make Money?”.

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| **PERSONAL DETAILS** Nationality  | Indian  |
| Date of Birth  | 22/04/1996  |
| Place of Birth  | Dubai  |
| Languages  | English(Fluent) Hindi(Fluent) Malayalam(Fluent) Arabic(Beginner) French(Beginner)  |
| Computer skills  | Software: MS Office (Word, excel, PowerPoint). Windows movie maker.  |
| Personal skills  | • Good Interpersonal skills. • Critical thinking. • Flexibility. • Teamwork and leadership. • Time management. • Continuous zeal of learning.  |
| Hobbies/Sports  | Listening to music, Doodling and sketching, Painting, Teaching, Cooking, Fashion designing, Badminton.  |

REFERENCES: \*References can be furnished upon request\*