**SAMHA**



**Email:** samha-394056@2freemail.com



**CAREER OBJECTIVE:**

To be associated in a reputed organization in which I can contribute my knowledge and skills that work towards the growth of organization and gain thereof.

**PERSONAL SNIPPETS:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date of Birth | - 24th July 1995 |  |  |  |  |  |  |  |
|  | Nationality |  | - Indian |  |  |  |  |  |  |  |
|  | Residing at |  | - Abu Dhabi (with husband) |  |  |  |  |
|  | Visa Status |  | - Husband’s Visa |  |  |  |  |  |  |
|  | **EDUCATIONAL QUALIFICATION** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Sl.No |  |  | Exam passed |  |  |  | University/Board | Passing | Institution | Score |  |
|  |  |  |  |  |  | year |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1 |  |  | Class 10 |  |  |  | CBSE | 2011 | Islahi English Medium | 88% |  |
|  |  |  |  |  |  | School, Kerala, India |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | Marygiri Senior Secondary |  |  |
|  | 2 |  |  | Class 12 |  |  |  | CBSE | 2013 | School, Sreekandapuram, | 85% |  |
|  |  |  |  |  |  |  |  |  |  |  | Kerala |  |  |
|  |  |  |  | B.Com (Computer |  |  |  |  |  | Wadihuda Institute of |  |  |
|  | 3 |  |  |  | Kannur University | 2016 | Research and Advanced | 82% |  |
|  |  |  | Application) |  |  |
|  |  |  |  |  |  |  |  |  | Studies,Vilayancode,Kerala |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4 |  | **MBA (Finance and** |  |  | Kannur University | 2018 | DMS, Kannur university, | 78% |  |
|  |  |  | **Marketing**) |  |  | Palayad, Kerala |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **LANGUAGE KNOWN:** |  |  |  |  |  |  |  |  |
|  | Proficient |  | - English, Malayalam |  |  |  |  |  |  |  |
|  | Familiar |  | - Arabic, Tamil, Hindi |  |  |  |  |  |  |

**WORK EXPERIENCE:**

**Assistant Professor**

Kannur, Kerala (August 2018 – March 2019) (7 months)

* Work in the Commerce Department and Teach subjects such as Business Economics, Financial Market & Services and Quantitative Techniques for Business Decisions.
* Work with students who are studying for a Bachelor’s Degree in Commerce and taking classes to improve their subject knowledge and career skills.
* Deliver lectures, seminars, presentations and tutorials.
* Assess students’ progress by grading papers, tests, and other work.
* Making students take a presentation on subject topics, and other vital general topics.
* Lesson planning, preparation, and research.
* Checking and assessing pupils' work.
* Encouraging personal development via tutorial/pastoral work.
* Invigilating examinations.

**Interned as Financial Assistant**

Kannur

(March 15, 2018 – July 15, 2018)

.

* Assist the Finance and Accounts Officer in preparation of financial statements and reports.
* Collect and analyze financial and statistical data (sales, expenses, operating expenses, working capital, capital expenditures) from financial statements.
* Collect and record financial information, and make sure that account balances are up to date.
* Check and scrutinize invoices for accuracy.
* Assist in creating and settling budgets.
* Maintaining the payroll, checking and correcting the accounting computations.
* Assist staff Accountant in preparation of annual Audit.

**Interned as Accounts Assistant**

Kannur

(September1, 2017 – November 31, 2017)

* Assist Accountant in creating financial reports on a regular basis.
* Performing basic office tasks, such as filing, data entry, journal entry, answering phones, processing the mail etc.
* Report any troubling discoveries or suspicion of wrongdoing to the proper authorities.
* Posting and processing journal entries to ensure all business transactions are recorded.
* Collect and enter data for various financial spreadsheets.
* Calculating and checking to make sure payments, amounts and records are correct.
* Assisting with audits, fact checks, and resolving discrepancies.

**I T SKILLS:**

* Tally (7.2, 9)
* MS-Office (Word, Excel, PowerPoint, Publisher)
* Web page designing using HTML and Open Source tools (NVU, Coffee Cup, Edit plus)
* DBMS (Beginner- oracle)
* Basic Research tools (SPSS, Rapid Miner.) (Beginner)
* Multimedia (Adobe Photoshop)

Computer languages Familiar – JAVA, C, C++, MySQL, ASP.NET

**KEY SKILLS:**

* Communication skills
* Interpersonal Skills
	+ 1. Active listener
		2. Flexibility
* Leadership Skills:
	1. Decision-making
	2. Team Builder and Liaison
	3. Great Co-ordination
* Adaptability and Time management skill
* Self-motivated and Positive attitude
* Patient and friendly
* Resilient and Hardworking

**PROJECT HANDLED:**

**Project title** : “A Study on Women Empowerment with reference to Irikkur Panchayat”

**Description** : A survey has been conducted to know about the role of women in various fields and thestudy was about the women empowerment and their involvement in the growth of the economy, their work life satisfaction and their various skills such as decision making skills, leadership skills as compared to men. The survey was conducted in the period of 40 days with reference to particular Village Irikkur.

**Project title** : “An Organization Study At Western India Plywood Ltd”.

**Organization** : Western India Plywood Ltd, Kannur

**Description** : Summer Internship Project was done from Western India Plywood Ltd (LargestManufacturer of Plywood related panel products) with an intention to learn the organizational behavior and to get practical knowledge about the company setup and how the whole company is functioning. The project period was about 30 days.

**Project title** : “A Study On Financial Performance Analysis of Keltron Component Complex Ltd”

**Organization** : Keltron Component Complex Ltd, Kannur

**Description** : Final Project has been prepared about the Financial Analysis and Cost Volume Profit

analysis of KELTRON (Famous Electronic Industry in Kerala) and a Government of Kerala undertaking which is producing mostly electrolytic capacitors and electronic items. The period for the project was about 2 months.

**ACHIEVEMENTS:**

* Hosted South Indian Management Fest named ‘COMMERCIO 2015’ from Wadihuda Institute of Research and Advanced Studies as Event Coordinator.
* Hosted National level Management Fest (ICE) of Kannur University.
1. ICE 2017 as Team Member.
	1. ICE 2018 as Student Coordinator.
* Worked as a volunteer in the Organization of ‘Kannovation 2k18’ in association with Kannur District Administration and Business Incubation Centre, Kannur University.
* Hosted National level Quiz Fest of Kannur University ‘BRANDQUEST’ 2017.
* Worked as a core member in the Organization of ‘Synergic Kannur Mega quiz competition 2017’ in association with Kannur District Administration and DTPC Kannur.
* Participated in ‘Annual Management Conclave’ conducted by Indian Institute of Management, Calicut.
* Participated in various debates and group discussions conducted by Kannur University.
* Attended various South Indian management fests and National level management fests.
* Achieved many prizes for participating in various Management games such as HR, Finance, Best Management Team and Marketing games.
* Achieved Top Scorer in B.Com (Computer Application) from Wadihuda Institute of Research and Advanced Studies (2013- 2016).
* Achieved Top Scorer in MBA (Finance and Marketing) from Department of Management Studies, Kannur University (2016-2018).

**AREA OF INTEREST:**

Teaching (Trainer)

Accounts

Banking

Management (HR and Finance)

**DECLARATION:**

I hereby declare that the above mentioned statements are true to the best of my knowledge and belief.

**SAMHA**