

**ABOUT ME**

I am a friendly, loyal and clearly dedicated individual who has an ambition to succeed in any given environment. I love to learn, and am always up to a challenge whatever the situation.

**OTHER DETAILS**

DOB: 11 Jan 1989

Marital Status: Married

Gender: Female

Nationality: Indian

**LANGUAGE**

Arabic

Read Write

English

Speak Read Write

Malayalam

Speak Read Write

J A S E E L A

Muwaileh, Sharjah, U.A.E.





Jaseela-395033@2freemail.com



EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)



UNIVERSITY OF BHARATHIAR

TAMILNADU - INDIA

Degree - Bachelor of Commerce (B.Com)



MES ASMABI COLLEGE / UNIVERSITY OF CALICUT KODUNGALLUR, THRISSUR / CALICUT - KERALA - INDIA

HIGHER SECONDARY SCHOOL (+2 Com)



OLFGHS SCHOOL

MATHILAKAM, PANGAD - KERALA



CORE QUALIFICATIONS

Exceptional proficiency in Accounting with Tally ERP.9



Depth ability to operate office equipments



Able to work independently and perform clerical assignments



Able to follow written and oral instructions



Knowledge of Microsoft and Internet Research tools , strategies and office programs



PROFESSIONAL EXPERIENCE

ACCOUNTANT at ( 2015 - 2016 ) Kerala, India.

Controlled and recorded of incoming & outgoing invoices.



Managing all accounting transactions.



STRENGTH

Hard working



Willingness to learn



Volunteer / Co-ordinator



Determined and Dedicated



Documentation, HR Services



DECLARATION

A multi-skilled, reliable & talented accounts with Tally a proven ability to work with HR office documents from a source. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.