

Khadija

Dubai, UAE.

**Skills**

Excellent communication.

Active listening.

Fluent English.

Tally.

Analytical & problem solving skills.

**Field of Interest**

Tally

Art & craft

FA

Email: khadija-397050@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

 **Objective**

Secure a responsible career opportunity to fully utilize my skills, while making a significant contribution to the success of the company.

 **Academic Details**

**Deccan School Of Management.**

MBA (Finance), 89%, 2019

**Madina Degree College** B.Com (Computers), 87%, 2017

**Progress Junior College**

Intermediate, 91%, 2014

**Presidency Girls High School** SSC, 85%, 2012



**Work Experience**

Assistant Accountant, Mar 2019 - Jan 2020

Role :

Expenses and income balancing.

Financial Statements Reconciliation.

Managing student's fee.



**Project Details**

**Financial Statement Analysis**

Financial statement analysis done at Tech Mahindra to understand the existing financial position of the company & to know the factors that lead to the profit or loss of the firm for the past 5 years. (2013-14 to 2017-18)

Period : 40 days Team Size:



**Industrial Exposure**

**Industrial Visit at:**

SEBI (Security Exchange Board of India) - 2018

Masqati dairy farm - 2016



**Achievements**

Won Best Business Plan Award at D-Talent event (2018)

Awarded Gold medal in degree for Academic Performance.

Batch topper award winner in Intermediate. (2014)

Certificate of distinction awarded in High School.

Awarded Moulana Azad Scholarship for academic excellence.

Awarded for 100% attendance.

 **Curricular Activities**

**Co-Curricular**

Active volunteer at NSS.

Communication tutor.

**Extra-Curricular**

Blogger.

Badminton player.

 **Strength**

Team player

Accomodating.

Self motivated.

Quick learner

Dedicated

Optimistic

 **Hobbies**

Browsing

Crafting

Reading books

Travelling

 **Declaration**

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.