

**FATMA**

Professional Qualification:

Master in Business (HR)

Basic Qualification:

Bachelor’s in Computer

E-mail  :

Fatma-397251@gulfjobseeker.com

Personal Data

Date of Birth : 31/03/1990

Sex : FEMALE

Nationality : INDIAN Marital Status: Married Languages Known: ENGLISH, HINDI & URDU.

Visa Status –

Visit Visa till 30th March 2020



**CURRICULUM VITAE**



**Career Objective:**

I firmly believe the key to success, is to be able to continuously innovate while remaining within the realms of rules and processes that governs the environment. My career objective is to be able to enhance my knowledge in order to continuously innovate in any activity that I take up, and therefore be able to serve the organization that I work for, to the best of my capabilities.

**Professional Appointment:**

* As a **Computer Operator** at **Dynamic Institute of Computer Technology** (India), From Jan 2017 to Dec 2017.
* As an Assistant **Finance Executive** From Jan 2018 to Oct 2018.
* **Job Responsibilities at Dynamic Instituteof Computer Technology:**
* Preparation and managing Student records.
* Provide data by Operating a Computer.
* Maintain Fees records and Balance Sheet.
* Preparation of Invoices.
* **Job Responsibilities**
* Managing records and receipts
* Reconciling daily, monthly & Yearly Transaction
* Preparing Balance Sheet.
* Processing Invoices
* Supporting Finance Executive and Tasks when required
* **Projects:**
* Name :- Performance Appraisal
	+ Description: - A project report on performance Appraisal of Employee’s at Bajaj Allianz LIC (3 months projects).
* **Certifications:**
* Financial accounting
* Done with tally course from CA 20 club with A+ grade
* Diploma in Computer Application from MANU with A grade.
* Diploma in E-finance from Manipal Institute of Computer Education with 71%.



**Professional Qualification:**



* **Master in Business Management (HR & Finance) from LNM University** (Darbhanga) in 2016 (2014-2016)
* **Bachelors in Computer Application from Sikkim Manipal University** (Sikkim) in2014 (2011-2014)

**Technical Skills:**



* MS Office and Photoshop.
* Internet.
* Operating system windows XP, Windows 2K, Windows 7 to 10

**Strength:**



* Friendly, enthusiastic and a pursuasive teambuilder.
* Recognized for ability & “getting the job done” through persistence & strong work ethic.
* Unique combination of creativity, analytical skills and detailed orientation.
* Self-analytical understanding.
* Positive attitude in adverse situations.
* Confident, strong will and easily adaptable to any environment
* Innovative thinking.

**Declaration:**



I hereby declare that the information given above is genuine to the best of my knowledge & if you give an opportunity to work in your organization, I will put my best efforts.

Place:

Date:

FATMA