



# SHAHANA HAMEED

DUBAI-U.A.E

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## OBJECTIVE

Intend to build a career with the leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself and realize my potential. Willing to work as a key player in the challenging and creative environment.

## PROFILE SUMMARY

- Admirable academic background with B.COM (Co-operational Management) along with high level of expertise in Tally ERP09 and MS Office packages.
- In-depth knowledge of Accounting and Auditing principles, procedures and techniques.
- Strong communication, interpersonal and coordination abilities.

## EDUCATIONAL QUALIFICATIONS

COURSE	INSTITUTION	UNIVERSITY	% OF MARK	YEAR OF PASSING
B.COM- CO-Operation Management	School Of Distance Education	Calicut University	65	2014
Plus-Two (Commerce)	Bethany St. Johns Kunnamkulam	Kerala State HSE Board	71	2011
SSLC	L.F.C.G.H.S.S, Mammiyur	Kerala State HSE Board	79	2009

## PERSONAL SKILLS

- Good listener with effective communication skills.
- Flexibility and Adaptability to work in any environment.
- Attractive personality.
- Idealistic Thinker
- Zest to learn new things efficiently and effectively.

## WORK DESCRIPTION

- **UAE Exchange & Financial Services Ltd , Kunnamkulam, Thrissur**  
Role : Junior Officer  
Duration: 9 Months

## IT CREDENTIALS

- Excellent knowledge on the MS Office Package (MS Excel, Word and PowerPoint).
- Excellent knowledge on Tally ERP9

## CERTIFICATION

- Diploma in IATA/UFTAA, Foundation International, Montreal, Canada
- MS-Office course from IRS, Kerala
- C-Programming from G-TEC, Kerala
- Tally ERP9
- Management Level Coordination

## PERSONAL DOSSIER

**Date of birth** : 29 Sep 1992  
**Nationality** : Indian  
**Sex** : Female  
**Marital Status** : Single  
**Religion** : Islam  
**Contact Numbers** : 050 4341714/ 055 5421526  
**Language Proficiency** : English, Hindi, Tamil  
**Passport Details** : H5633631 Valid till: 09/02/2020

I certify that to the best of my knowledge and belief the information given above are true, correct and describes the qualifications and experiences gained.

**Signature**

Shahana Hameed

**Date**

06/11/2016