

**Mrs. Plame Zubin**

**YMCA Calicut**

**Mob No:** +918606807490, 9567422682

**Email:** plemyzubin@gmail.com

### Objective

To be a Psychiatric social worker that will allow me to provide quality assistance for those who are in need and to contribute my skills and knowledge towards the growth and advancement of the organization.

### Qualifications

- |            |                                                                                                     |
|------------|-----------------------------------------------------------------------------------------------------|
| June 2021  | Completed <b>MSW</b> in Medical and psychiatry from the University of Calicut.<br>(Awaiting Result) |
| April 2007 | <b>Bachelor of Commerce</b> , with First Class from the University of Calicut, India                |

### Field Work Experience

- Underwent training as Medical social worker in Iqraa hospital Kozhikode.
- Worked as a part of Koodeyundu Njangal (Programme for senior citizens) by District Social Justice Office Kozhikode.
- Women and Child Development Department, Gender Park, Kozhikode
- Living Life Trust, Kozhikode

**Active Auditors LLC, Sharjah, UAE**

**June 2013- Jan 2015**

#### **Audit Assistant**

- Performed audit functions to check the accuracy of accounting systems and procedures of Al Mawarid Real Estate LLC Sharjah.
- Review and recommend changes in accounting systems.

- Auditing the company accounts books and petty cash payment
- Verify and inspect accounts receivable and general ledger for its accuracy.
- Check all accounting and client's databases are updated and functioning properly.
- Prepared audit reports for management review.

**Axis Bank Ltd. Cochin, India**

**Feb 2010 - Oct 2010**

- Identifying potential opportunities for banking products.
- Sourcing clients and selling the products like current accounts, personal accounts, loans, mutual funds etc.
- Creating and developing a new client database.
- Maintaining healthy relationships with existing customers.
- Developing sales goals for the team and ensuring they are met.

### **Skills**

- Self-driven with a strong Personality and confidence to play crucial role in Organization
- Good at both independent and team work with good communication, inter-personal, multi-tasking and analytical skills
- Active listening skill
- Management and organizational abilities
- Fast learner.
- Proficient in MS Word and Excel.

### **Personal Details**

- **Date of Birth:** 21/08/1986
- **Sex:** Female
- **Marital Status:** Married
- **Nationality:** Indian