

**CURRICULUM VITAE**

**MUHSINA P. M**

D/O Mujeeb Rahman

Puthiyaveettil (H)

Kaipamangalam (P.O)

Kalamuri, Thrissur Dt.

Kerala State. 680681

**PERSONAL PROFILE**

Date of Birth : 26/04/1999

Religion : Islam

Caste : Muslim

Sex : Female

Nationality : Indian

Marital status : Single

Languages Known : Malayalam, English, Hindi

Contact Number : 9207413309

Email ID : muhsinapm2604@gmail.com

**CAREER OBJECTIVE**

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

**JOB RESPONSIBILITY**

* Planning and evaluating department activities.
* Maintenance employees by recruiting, selecting, orienting, and training.
* Ensure a safe and secure work environment.
* Contributes to team effort by accomplishing related results as needed.

**EDUCATIONAL QUALIFICATION**

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| **QUALIFICATION** | **YEAR OF PASSING** | **BOARD/UNIVERSITY** | **PERCENTAGE** |
| SSLC | 2015 | CBSE | 98 |
| PLUS TWOBIO SCIENCE | 2017 | KERALA STATE BOARD | 85.5 |
| DEGREEB. COM | 2020 | CALICUT UNIVERSITY | 62.3 |

**PROFESSIONAL QUALIFICATION**

* Pursuing MBA from MG University

**ADDITIONAL QUALIFICATION**

* Diploma in International corporate Accounts and Management

**EXPERIENCE**

* 6 Months experience as Accounts Assistant in Total Tax Solutions.

**TECHNICAL SKILLS AND ACTIVITIES**

* Computer literate with knowledge of Microsoft Office Package (Ms Word, Excel, Access.
* SAP FI and CO
* Highly motivated with good management and interpersonal skills.
* Ability to perform under pressure and maintain social, ethical and organizational norms in job related activities.

**REFERENCE**

MES AIMAT MARAMPALLY

ALUVA

(HOD)

**DECLARATION**

I hereby declare that all the above details are true and correct to the best of my knowledge and belief. I promise you that I will be a dynamic personality who is very truthful and loyal to contribute to the organisation’s goal.

Date : 5/7/2021

Place : Kodungallur Name: Muhsina P. M