



ABIDA

Ponnath (H)
P.O.Kaipamangalam
Aravusala
Kodungallur, Thrissur

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DOB : 05-10-1992

OBJECTIVE

To secure a responsible career opportunity ,where i can fully utilize my qualification & skills ,while making a significant contribution to the success of the organisation.

PROFILE SUMMARY

Proficient in handling & communicating day-to-day activities
An effective communicator with exceptional interpersonal skills
Competent in office administration
Efficient in data entry & handling

EDUCATION

B.COM (COOPERATION) (COMPLETED)	2011-2014
Ilfath Womens College Grades - Calicut University	
XII	2011
Indian School Nizwa, Oman	
MATRICULATION	2009
Indian School Nizwa, Oman	

ADDITIONAL QUALIFICATIONS

HOSPITAL ADMINISTRATION
ISSD (International School of Skill Development)
2022

HOSPITAL ADMINISTRATION
TUV-SUD Certification
2022

MASTER ACCOUNTING PROFESSIONAL
Sprint, Kodungallur
2016

INTERSHIPS

FINANCE
Internship @ Leranovate E-commerce
12/7/2021 - 12/8/2021

TRAINING

TALLY ACCOUNTING & GST
6 months training at CB-TECH ,Kochi

WEBINARS

LEARNOVATE E-COMMERCE
Webinar in finance
12/7/2021 - 12/8/2021

TECHNICAL SKILLS

Tally (TFAP)
Peachtree
Quick books
Payroll Management
MS Office

INTERESTS

Administration, Fashion Designing, Artistic works, Travel

SOFT SKILLS

Sense of responsibility
Emotional Intelligence
Quick learner & Adaptable
Time management
Quick learner
Embraces teamwork

Professionalism
Respect client confidentiality

ACHIEVEMENTS & AWARDS

Best Magazine Editor Award
Ifath Womens College-2013

LANGUAGE

Malayalam - Native, English - Fluent, Hindi & Arabic - Intermediate, Tamil - Beginner

DECLARATION

I hereby declare that all the details furnished above are true & correct to the best of my knowledge & belief.
Abida
