



FATHIMA SAIFUDEEN

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **Sunrise Hospital** Dec 13/12/2019 - February 2021
Billing Executive
 - Handling cash
 - Maintaining a closely bond with patients.
 - Provide patients and other departments of the hospital with necessary billing information
 - Answer telephones and respond to queries of patients
- **Aria Fresca System** June 2019 - October 2019
Accounts Executive
 - Handling petty cash
 - Documents financial transaction by entering account information
 - Ensure timely bank statement
- **Copious Consult Pvt Ltd** October 2018 - May 2019
Accounts Executive cum HR Recruiter
 - Talent acquisition of clients
 - Working with team for the talent acquisition and closure
 - Follow up closely with the clients for continuous business
 - Responsible for the shared administrative jobs which is entrusted from time to time

Education

- **Chinmaya College of Arts , Commerce and Science** March 2018
B.com Finance and Taxation
70%
- **St.Antony's H.S.S , Kacherippady** March 2015
Higher Secondary Education
85%
- **St.Antony's H.S.S Kacheripady** March 2013
SSLC
82%
- **Digimark Academy** 2021
Diploma in Digital Marketing

Skills

- Ability to deal with stressful situation

- Customer service skills
- Communication
- Active listening

Projects

- Quality of Work Life of Employees at Galaxy Homes

Language

- English
- Malayalam

Additional Information

DOB : 03/06/1997

Sex : Female

Marital status : Single

Nationality : Indian

Declaration

- I hereby declare that all the information provided above are true and best of my knowledge.

Date :