RESUME

Address for communication:

HUSAIBA P A

H.NO. 12/881 A

Kelothum Bava Road

Mattanchery

Kochin-2

PH:9656881069

HUSAIBA P A

E-mail: pahusaiba@gmail.com

Personal profile:

Date of Birth   : 04– 02 - 1984

Age   : 38

Gender   : Female

Nationality   : Indian.

Marital Status : Divorcee

Father's Name : P.M. Aboobacker

Languages Known:

Spoken   : Malayalam, English (Moderately)

Read & Write : English, Malayalam,

OBJECTIVE

To build a good career with a reputed company and aim to be a part of the team which allow me to grow professionally.

WORK EXPERIENCE

JUNE 2014 TO AUGUST 2014

Data Entry Operator (on contract) with United Insurance India Co Ltd, Mattanchery

SEPTEMBER 2014 TO MARCH 2015

Worked with Max Life Insurance Co Ltd as Agent Advisor, Kottayam

APRIL 2015 TO APRIL 2016

Worked with Kerala Ventures Pvt Ltd as Accountant, Kochi

MAY 2016 TO JULY 2021

Working as Freelance Data Entry Operator Online

AUGUST 2021 TO APRIL2022

Worked with CIEL HR Services Pvt Ltd (Subdivision Of Rivaara Labs Pvt Ltd Kochi) as MIS Executive

RESUME

EDUCATIONAL QUALIFICATION

Qualifications	Year Of Study	Board/ University	Status
B.Com	2004	M G UNIVERSITY	Completed
PRE-DEGREE	2001	M G UNIVERSITY	Passed
SSLC	1999	STATE BOARD OF KERALA	Passed

ADDITIONAL QUALIFICATIONS

Post Graduate Diploma in Computer Application from I I C S Cochin, October 2001 to December2002

Certificate in Computer Application from State Institute Of Training For Women Cochin, June 2002 to August2002

Certificate Course in Financial Accounting from I I C S Cochin, June 2004 to July 2004

Certificate in DTP with Photoshop from I C M Kottayam, 2007

PERSONAL STRENGTHS

Good Team player

Positive Attitude

Ability to be highly focused and result oriented

AFFIRMATION

I hereby declare that the above furnished details are true to the best of my knowledge and belief. If, I get an opportunity to work under your esteemed organization, I assure your good self that I will perform my duties to the entire satisfaction of all my superiors.

Place: Kochi   Signature

Date: HUSAIBA P A