

RESUME

MUBEENA A

Mubarak Manzil
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Pangode P.O.
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Objective

Contribute to the organization's success through the best utilization of management experience, knowledge, and skills. To align personal interests and professional goals by obtaining a challenging and rewarding position as a basis for developing a successful career. Approach these goals with personal flexibility, respect for all participants and a mind for consistently providing maximum positive contribution to the task, team and the firm.

Work Experience

- ❖ **Asian Tours and travels** : November 2014 - August 2019
Worked as HR assistant
Involved in client management and employee management

Academic Qualification

M.com- 2014

IDE Karyavattom, Trivandrum, under Kerala University

B.com- 2011

Iqbal College Peringamala, Trivandrum, under Kerala University

Plus Two -2008

Govt H S S, Bharathannoor Trivandrum, Kerala

S.S.L.C

Govt. V H S, Kallara Trivandrum, Kerala

Computer Skills

PROFESSIONAL DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING

Fundamentals of computer and operating system

Office Suite

Accounting Tally & Peachtree

Data Processing & Computer Application

Personal Details

Nationality : Indian
Date of Birth : 20-05-1991
Sex : Female
Marital Status : Married
Religion : Muslim
Languages Known : English and Malayalam
E-mail : mubeenasajir143@gmail.com
Contact number : 8590239159

Declaration

I hereby declare that the above mentioned details are true to the best of my knowledge and faith.

Place: Trivandrum

Mubeena A

Date :