



RASEENA ASHIK

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PEARSONAL DETAILS:

Date of birth : 16/05/1992

Address : Kunnathel (h)
Kacheripady west
Hospital road
Kochin -682006

Gender : Female

Nationality : Indian

Religion : Islam

Marital status : Married

PERSONAL SKILL

Have excellent communication skill

Good Microsoft skill in MS Word ,Excel and Power point

Task oriented ,analytical and able to produce accurate work result.

Hardworking

LANGUAGES KNOWN:

Malayalam

English

Hindi

OBJECTIVE

To attain an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising my interpersonal and professional skills to the fullest for the organization and mine as well.

ACADEMIC QUALIFICATIONS:

COURSE	UNIVERSITY/INSTITUTE	YEAR
M.com (Finance)	MG university	2015
B.com (Taxation)	MG university	2012
Plus Two	EMGHSS, Fortkochi	2009
SSLC	SDPY ,Palluruthy	2007

TECHNICAL SKILLS:

- Tally prime
- MS office
- Data entry
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WORK EXPERIENCE

2021 August-present

Counsellor &office administrator

GTEC Computer education Kochi

- communicate closely with the Head office regarding needs ,concerns, issues in the office
- Supported office staff by organizing office event meeting and scheduling
- Prepare & present review on Progress
- Perform accounting tasks, including invoicing and budget tracking

2019 June -2020 march

Commerce teacher

DEEPA College Kochi

Teaching finance ,auditing
Accountancy & QT

2018 SEP -2019 APRIL

Computer operator

CSC office kochi

Data entry
Online services

2012 MAY- 2014 MARCH

Teacher

EDUSMARTSTUDYCENTER

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

DATE : 25/6/2022

RASEENA ASHIK

PLACE : Kochi

