

## ALEESA RAHMAN

Contact : 971524012993

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### CAREER OBJECTIVE

Interested in challenging career with zeal in developing finance related solutions and serve the organization for growth.

### EXPERIENCE

- Office accounting assistant at KADAVIL Fashion jewelers in Aluva – Cochin, Kerala. In the year of 2016 January to at present.

### EDUCATIONAL QUALIFICATION

- Completed MBA (Finance) with 70% from Holy Grace Academy of Management studies, Mala in 2015 (Calicut University).
- Completed BCOM (computer applications) with 78% from IHRD College of applied science, Puthenvelikkara in 2013 (MG University).
- Completed Higher Secondary Education with 67% from Vidhyadhiraja Vidhyabhavan Central School, Angamaly in 2010
- Completed 10<sup>th</sup> with 57% from Vidhyadhiraja Vidhyabhavan Central School, Angamaly in 2008.

### ACADEMIC PROJECT

- Topic : A study on risk returns analysis on selected stocks in healthcare industry  
Organization : Hedge equities ltd, Ernakulum, kalam.   
Duration : 45 days
- Topic : A study on the effectiveness of sales promotion activities  
Organization : Reliance Fresh, Paravoor, Ernakulum.   
Duration : 21 days
- Topic : A study on training and development of employees

Organization : Kandamkulathy Vaidyasala, Mala, Thrissur.

Duration : 1 month

## **AWARDS AND PARTICIPATIONS**

- Attended 2 weeks internship programme at Big Bazaar, Gold Souke, Ernakulam
- Member of Manaejo Gala management fest conducted by Holy Grace Academy of Management Studies.
- Attended and participated in paragliding, rock climbing, and cave exploration conducted under the guidance of Air force Trainees.
- Participated in the International conference on Innovative practices in management at Holy Grace Academy of Management studies, Mala, Thrissur.

## **SKILL SETS**

- Good communication skill
- proficient in data entry and management
- Self motivated
- Good listening and observing skills
- Adaptability to new technology
- Team working skill and ability to motivate others
- Academic skills
- Problem solving skills

## **IT SKILLS**

- Microsoft Word
- Microsoft Power Point
- Microsoft Excel
- Tally

## PERSONAL DETAILS

- Date of Birth - 13<sup>th</sup> August 1992
- Gender - Female
- Fathers - Abdul Rahman
- Mother - Laila
- Religion - Islam
- Nationality - Indian
- Marital status - Married
- Spouse - Shihab Siddique
- Passport number - M2808451
- Language Proficiency
  - English - Read, Write and Speak.
  - Malayalam - Read, Write and Speak.
  - Hindi - Read, Write, and Speak.
  - Tamil - Speak.
  - Arabic - Read.
- Hobbies
  - Reading
  - Surfing Internet
  - Crafting
- Address - Kadavil House  
Chalakkal, North Kuthiathodu P.O  
Ernakulum district, Kerala, India  
Pin: 683594

## DECLARATION

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

**ALEESA RAHMAN**  
**971524012993**