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| C:\Users\compaq\Desktop\225225.jpg**SHAMEELA SHAFEER****Contact Information:**Mobile:0509563100Email:shemilashafz@gmail.com**Present Address:**Ajman – Al Nuaimia**Personal Data:**Date of Birth :18/09/1991Place of Birth :KeralaPassport No : L7737163Date of issue :14/03/2014Date of Expiry :13/03/2024Visa Status :Husband VisaGender :FemaleNationality : IndianReligion : Muslim Marital Status :Married**Languages Known:*** English
* Malayalam
* Hindi(Read And Write)
* Arabic(Read And Write)

**Interests:*** Reading
* Internet Surfing
* Listening Music
* Travelling
 |  |  To strive hard and perform my level best in an organization which gives me an opportunity to prove my abilities in IT Support or Administrator Position. I would like to contribute to my maximum capacity to be a renowned professional & create my own identity in this corporate world.

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| **KEY SKILLS** |

* Excellent observational and analytical skills.
* Good communication skills & are able to communicate with the colleagues.
* Ability to communicate and coordinate with team heads and associates.
* Problem solving skills.
* Attention to details.
* Excellent written and verbal communication skills.
* Interpersonal skills.
* Initiative.

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| **ACADEMIC QUALIFICATIONS** |

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| **Qualification** | **University/Board** | **College/School** | **Year** |
| **Master of Computer Science**  | Calicut University | Mother Arts & Science College, Kerala, India | 2013 |
| **Bachelor of Computer Science** | Calicut University | AC kunjumon Haji Memorial ICA College, Kerala, India | 2011 |
| Senior Secondary: **XII** | Kerala State Board | Rahmath English H.S School, Kerala, India | 2008 |
|  Secondary: **X** | Kerala State Board | Govt. H.S Kadikkad | 2006 |

 **CERTIFICATION COURSE**Four month course of CCNA (Cisco Certified Network Associate) from Vidya Academic Science And Technology.**ACADEMIC PROJECTS*** **Title: E–University**

Front End: ASP.NET with C#Back End: SQL Server 2000 |

* **Title: Farmers Evaluation System**

 Front End: ASP.NET with C#

 Back End: SQL Server 2008

**WORK EXPERIENCE**

1. Position: **Accountant at APT Accounting, Alain, May 2018 to February 2020. Responsibilities**
* Preparing Tax returns for business organization and individuals.
* Advising clients on how to minimize tax liability, inform them of any tax changes that affect their business.
* Research tax questions, offer suggestions for tax planning and study tax laws for potential tax savings for corporate and individual clients.
* Train and supervise new tax associates tax members.

1. Position: **Data Entry Operator**

 Organization:  **Neima Pharmacy**

 Place: **Alain**

 **TECHNICAL SKILLS**

* Programming Languages : **C, C++, C#, Java, Visual Basic**
* Technologies : **ASP.NET, HTML**
* Database : **SQL Server 2000 & 2008**
* Operating System : **Windows XP, Windows 7**
* Office Tools **: MS Excel, MS Power point, MS Word**
* Others  **: Computer Network**

**COMPETENCIES**

* Fast learner. Adapt well to changes and pressures in workplace.
* Work effectively with diverse groups of people.
* Friendly with an upbeat attitude.
* Ambitious and committed to excellence.
* Sincere with a high level of Integrity.

**DECLARATION**

I here with declare that the information furnished above are true and correct to the best of my knowledge and belief.

 **SHAMEELA SHAFEER**