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| C:\Users\compaq\Desktop\225225.jpg  **SHAMEELA SHAFEER**  **Contact Information:**  Mobile:0509563100  Email:shemilashafz@gmail.com  **Present Address:**  Ajman – Al Nuaimia  **Personal Data:**  Date of Birth :18/09/1991  Place of Birth :Kerala  Passport No : L7737163  Date of issue :14/03/2014  Date of Expiry :13/03/2024  Visa Status :Husband Visa  Gender :Female  Nationality : Indian  Religion : 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.   |  | | --- | | **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.  |  | | --- | | **ACADEMIC QUALIFICATIONS** |  |  |  |  |  | | --- | --- | --- | --- | | **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**