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**ESMINA AHAMED SHAHEER**  
Post Box No : 31394,  
Sharjah,  
United Arab Emirates.

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### **Objective**

To learn and excel in an esteemed organization where I can exploit my knowledge and skills which would be of value to the company.

### **Academic Qualification**

#### **Post Graduate Studies**

Discipline : HRD & FINANCE  
Qualification : **Master of Business Administration**  
University : M. S. University, Tirunelveli  
Projects : Quality of work life among employees in  
Hindustan Latex Ltd, Trivandrum  
[Mini Project]

A study of leadership styles with special reference to  
Keltron Equipment Complex, Karakulam  
[Major Project]

#### **Graduate Studies**

Qualification : **Bachelor of Commerce (Accounting Main)**  
University : University of Kerala

### **Experience**

- a. Currently Self-Employed – **Private Tutor(Accountancy) for Higher Secondary (CBSE) Students.**
- b. Done Certificate Course in **MS Office & Tally ERP with VAT Functions** in **Informatics Institute, Sharjah, U.A.E.**
- c. Worked with **M/s. Al Buraque Tech.Cont.** , Sharjah, U.A.E., as Accountant from October, 2011 to March, 2012.

- d. Worked with **M/s. Welcare Landscaping and Irrigation Services** , U.A.E., as Accountant cum HR Executive for 1 month (Temporary Position from September -October, 2009.)
- e. Worked with **M/s. MEDVIN PHARMA**, India as Accountant from 19<sup>th</sup> April 2007 To 15<sup>th</sup> August 2007.
- f. Worked with **M/s. Bahrain India International Exchange Co.**, Bahrain as Accountant from 1<sup>st</sup> Jan 2001 to 30<sup>th</sup> July 2001.
- g. Worked with **M/s. Air Travel Enterprises India Ltd**, Trivandrum, India as Management Trainee from 1<sup>st</sup> Jan 1999 to 30<sup>th</sup> June 2000.

### **Computer knowledge**

M. S Office, Diploma in Computerized Financial Accounting, Data Entry and Word Processing, Internet Application.

### **Personal Details**

Name	:	Esmina Shaheer Ahamed
Fathers Name	:	A. Mohamed Sali
Date of Birth	:	10 – 02 – 1977
Nationality	:	Indian
Visa	:	Valid Until 2024 Husband's Sponsor Resident Visa
Language Known	:	English, Hindi, Malayalam, Tamil
Mairtial Status	:	Married
Driving License	:	Valid UAE Driving License
Permanent Address	:	T. C. 55/684, Ayswarya, S. L. Gardens, Neeramankara, Pappanamcode P.O Thiruvananthapuram Pin : 695018. Kerala.
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