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**HASNA ABDUL RAHIMAN**

**MOB NO: 052-6541625**

Email: hasnabdulrahman@gmail.com

**Career Objective**

To employ my knowledge and experience with the intention of securing a professional Accounting career with the opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**Academic Qualification**

* **Master of Business Administration in Finance**

Bharathiar University, (pursuing)

* **Bachelor of Commerce in Finance** (2014- 2017)

 City International College, Ajman

* **Grade XII**,(2013-2014)

Kerala State Board, (secured 88%)

**Work Experiences**

* Worked at Imperial Transport LLC as Administrator cum Accounts Assistant for a period of two years.

 **Roles & Responsibilities:**

1. Preparation of monthly reports.
2. Assisting Chief Accountant in preparation of Financial Statements.
3. Bank Reconciliation.
4. Proper record keeping and filing of documents.
5. General administrative and clerical support.
6. Sorting out incoming and outgoing daily post and answering any queries.

**Projects and Seminars**

* Prepared a Project Report on ‘Financial Statement Analysis and Interpretation’.

**Technical Skills**

* Soft wares like Tally ERP 9, VAT in Tally ERP 9, Adobe Acrobat etc.
* Microsoft Office: Word, Power Point, Excel, Outlook etc.
* Good typing speed.

**Soft Skills**

* Effective Communication, Organizing & Presentation skills.
* Ability to grasp and learn new technologies quickly and accurately.
* Able to manage multiple duties simultaneously
* Highly motivated with positive attitude.

**Personal Profile**

* DATE OF BIRTH : June 22, 1995
* GENDER : Female
* NATIONALITY : Indian
* LANGUAGES KNOWN : English, Hindi, Malayalam (fluent)

 Arabic (basic knowledge)

* MARITAL STATUS : Married
* VISA STATUS : Husband’s Sponsorship
* PRESENT ADDRESS : Muweilah, Sharjah
* DRIVING LICENSE : Valid until December 2026

I certify that the above information is true to the best of my knowledge.

Yours Truly,

**Hasna Abdul Rahiman**