



NASREEN. A.N

CONTACT DETAILS

+971 509969378

annasreen98@gmail.com

PERSONAL DETAILS

Al Qouz, Al Khail gate

Dubai, UAE

22-05-1998

Female

Indian

Married

SKILLS

- COMPUTER
 - Office365 (Word, Excel, PowerPoint)
 - C++, Java, Php, Html& CSS, My SQL,
- SOFTWARE
 - SAP, Tally Erp9, Quick Book, Peach Tree

TECHNOLOGIES

- OPERATING SYSTEM
 - Windows7/8/10/11, Linux
 - Computer Hardware

LANGUAGES

- English
- Malayalam
- Hindi

CERTIFICATIONS

- SAP FICO (Finance & Controlling)
- SAP MM (Material Management)
- TALLY ACE
- TALLY ERP

OBJECTIVE

To work in an environment that encourages me to succeed and grow professionally where I can utilize my skills and knowledge.

EXPERIENCE

01/10/2021 – Present **PRIMACARE SPECIALITY CLINIC, DUBAI**

IT CUM PURCHASING EXECUTIVE

- Implementing IT requirements.
- Supporting HIS software.
- Update the clinical requirement in software.
- Handling server, software & hardware support.
- Monitoring hardware and network.
- Troubleshooting IT issues.
- Handling biometric system.
- Medical procurement – Negotiating and
- Purchasing medical & clinical products. (Including medical machinery)

15/02/2020- 3//08/2021 **CRYSTAL HP GAS AGENCY, TVM**

ACCOUNTANT CUM DATA ENTRY

- Collecting and entering data in accounting systems.
- maintaining accurate records of valuable company information.
- Manage all accounting transactions.
- Submitting financial statement.
- Handle monthly, quarterly, and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments.

ACADEMIC QUALIFICATION

- System Application and Products In Data Processing (SAP) Certification 2020.
- Degree – Bachelor of Science in Computer Science 2015-2018 Kerala University With 70%, India
- Higher Secondary 2013-2015 Kerala State Board WITH 73%, INDIA
- High School 2013 Kerala Board of Secondary Education With 70%, India

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

NASREEN.A. N