



NAZILA SULTHANA K.P

Visa Status: Husband visa

Visa Expire on: 30/Jun/22

E-mail:
nafihabubacker@gmail.com

Contact #: 054 334 1506;
052 265 8583

Personal Data:

Date of Birth: 06/04/96

Age: 25 Years

Sex: Female

Nationality: Indian-Keralite

Marital Status: Married

Passport Details:

Passport No: T4228323

Languages Known:

1. **English** (speak, read & write)
2. **Hindi** (speak, read & write)
3. **Malayalam** (speak, read & write)
4. **Arabic** (Speak: beginner, read & write)

CAREER OBJECTIVE

Get a suitable challenging position in a reputed Organization which would help me build my career. And a career that provides the opportunities for professional and personal development as well as to utilize my knowledge and experience for the growth of the organization.

Academic Qualification

- **Bachelor of Commerce (B.Com) in Computer Application - 2018** under **Kannur University, Kerala**
- **Pursuing Master Degree in Business Administration (MBA) in Finance & HR - 2021** under **Kannur University**

Skills & Abilities

- Honest & Self-motivated to take independent responsibility.
- Hard worker and have strong leadership capabilities.
- Possess excellent interpersonal and communication skills.
- Knowledge on Personnel & Administration activities.
- Knowledge in using MS-Word, MS-Excel, Tally, SPSS.

MBA Project & Work Training Experience in UAE

Organization: **Emirates National Factories for Plastic Industries/CUPCO, Sharjah – UAE**

Project topic: A study on the role of Purchase Department in the profitability of **Commercial United Packaging Establishment (CUPCO)** under **ENPI Group**.

Designation : **Purchase Assistant**

Period : Jan 2020 to April 2020

Duties & Responsibility:-

- Manage the purchase requisitions whether the requisitions from repeated category or new and checking the movement report of consumption.
- Analyze the purchase analysis report using item codes, list of suppliers, previous price history.
- Manual checking of shipping documents like bill of lading, certificate of origin, invoice, packing list and insurance.
- Cross checking the material receive note (MRN) for packaging materials, spare parts & raw materials using invoice, delivery note, MRN, purchase orders & shipment documents for international purchase.

- Preparing price comparison document by using collected quotations of different suppliers.
- Documentation of quote comparison doc. files of carton, sleeve, roll etc.
- Quote comparison & documentation of cling-film cores and cartons.
- Documentation of cash purchase by cross checking with the purchase requisition.
- Preparing new external provider forms with the new companies profile, bank details, valid tax registration number, credit period & limit, mode of payment etc.
- Filing of invoice, submission slip, MRN, FSC files, new supplier form, etc for CUPCO & TAIBAH Company.

Accomplishment / Pro-active roles

- Participated in National level Management fest “ACCOLADE” 2019 as a Best Management Team Co-ordinator.
- Participated in National level Management fest “ACCOLADE” 2018 as a HR Co-ordinator.
- Undertook a socially relevant project with marketing strategy to focus on the longer life of food cooked in clay pots.

Achievements

- Completed project in “A study on Brand preference of footwear among college students with respect to Happenstance brand”.
- Achieved first position for being Best Human Resource Management Team in National level Management Fest conducted by Kannur University.

Declaration

I hereby declare that all the above information's are true & correct to the best of my knowledge & belief.

NAZILA SULTHANA K.P

SHARJAH

23/April/21