

**RAHNA SHAFEEQ**

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| **Contact Details:**  Phone : +971509269282  : +971529642630  : +919142023755  Email : rahanashafeeq@gmail.com  **Personal Data:**  Age : 30  Sex : Female  Nationality : Indian  Marital Status: Married  Languages : English, Hindi, Malayalam, Tamil, Arabic  Visa Status : Husband Visa  Visa Expiry : 09 August 2019  Driving License : NIL | **Technical Education** |
| Diploma in software programming from Jawaharlal Nehru Education & Charitable Foundation in 2007  Certificate course in Tally from ICM Computers in 2013 |
| **Present Engagement** |
| Part Time teaching(Tuition) in Arabic, Malayalam & Hindi |
| **Objective** |
| To work in a reputed institution, which provide me an environment in which I can utilize my subject knowledge and skills thereby enhancing the company’s growth and achieve my personal growth and development. Looking for responsible and challenging career, where my skills can be effectively utilized and contributed for organization success. |
| **Skills** |
| * Communication Skills * Leadership * Hard Working * Time Management * Cost Controlling |
| **Computer Skills** | | |
| : MS Word, MS Excel, MS PowerPoint, MS Outlook, LOGOS, Java Script, SQL, Oracle, Visual Basic, C++, Flash, Dream Weaver. | | |
| **Professional Experience** | | |
| 1. **Computer Teacher at Phulwari CBSE school, Kochi, Kerala, India (June 2007 to March 2009)**  * **Teaching computer classes up to grade 4.** * **Worked as Front office staff**  1. **Archive Clerk & Administrator at Al Kashif Trading L.L.C, Al Karama, Dubai (2012 to 2014).** 2. **Part time teaching at Amal Al Dar center, Sharjah (2018 to till the date)**   ***Duties Handled*:**   * **Sales, purchase of stationary goods to various clients.** * **Assistant accountant for sales and purchase.** * **Front office work.** | | |
| **Educational Qualifications** | | |
| PG diploma in computer application from Jawaharlal Nehru Education & Charitable Foundation (govt of kerala), Kochi, Kerala.  Fancy jewellery making course fromGlobal Academy, Kottayam, Kerala.  Certificate course in Tally (accounting and auditing) from ICM Computers, Kottayam, Kerala.  Handicraft course from **Asha Institute, Kochi, Kerala**.  **Higher Secondary Examination Certificate** from the Board of Public Examination Kerala from **M.M.O.V.H.S, Paniyapally, Kochi, Kerala.**  **Secondary School Leaving Certificate** from the Board of Public Examination Kerala from **M.M.O.V.H.S, Paniyapally, Kochi, Kerala.** | | |
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| **Interests and activities** | | |
| * Making handicraft and fancy jewellery, Watching movies, singing and cooking. | | |
| **Declaration** | | |
| I do hereby declare that the above-furnished details are true and correct to the best of my knowledge and belief.  Place: Sharjah  Date : Rahana Shafeeq | | |
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