

CURRICULUM VITAE



SUMAYYA HAFIZ

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Objective:

Seeking a good position that provides an opportunity to prove my knowledge and skills in a challenging and dynamic environment.

Academic Profile:

- **BA English language literature - 2016 (Affiliated by Calicut University)**
- **Diploma in Computer Application – 2011**
- **Certificate course in Computerized Accounting in Tally - 2011**

Work Experience:

- **HNS Trading, Calicut, Kerala, India**

Specialized Areas

- Prepares, compiles and sort documents. Ability to multitask effectively and strong written and verbal communication.

KEY SKILLS AND COMPETENCIES

- Smart, presentable appearance.
- Good organization and prioritization skills.
- Self motivated, proactive & hardworking.
- Ability to listen and anticipate.
- Good IT skills Ms-Word, Excel, Email and Internet Applications.

AREAS OF EXPERTISE

- Excellent typing and transcription.
- Customer service.

Personal Profile:

- Data of Birth: 23-03-1992
- Marital Status: Married
- Father's Name: Hafiz
- Husband Name: Arshad
- Language known: English , Malayalam and Hindi
- Passport No: R1355503

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

Date:

Place:

Yours faithfully,

SUMAYYA HAFIZ