



FATHIMATH SHIYA BANU

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately: To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages.

EXPERIENCE

- **HM documents clearings**

June 2023 -

Document consultant

Document works

EDUCATION

- **Ms office specialist**

2023

Kerala

A+

- **Certificated Managment Accounting(CMA)**

2022

Kerala

B

- **Bachelor of commerce**

2021

Kerala

First class with C grade

ACTIVITIES

- I just like to involve in the social activities

VISA STATUS

- I have family visa(my father is sponser)

CONTACT

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☎ 0544066141

📍 Indusrial area 15, Sharjah, UAE

SKILLS

- Decision making in all situations
- Communication with people
- Ability to deal with people
- Responsible and committed to assigned programs
- Team leading / leadership
- Patience

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

PERSONAL DETAILS

- Date of Birth : 10/08/1999
- Marital Status : Single
- Nationality : India
- Gender : Female
- Driving Licence : Uae driving licence