



# THASLEEMA S

ACCOUNTANT

## CONTACT

- +971 581907255
- thasleemasiraj7@gmail.com
- Al Quoz 4, Dubai, UAE

## EDUCATION

### Bachelor's in commerce

University of Calicut  
2019 - 2023

### Higher secondary education

(Commerce)  
G G H S S Alathur.  
2017-2019

### Matriculation

G G H S S Alathur

## COMPUTER PROFICIENCY

- TALLY ERP
- MS EXCEL
- MS WORD
- INTERNET & EMAIL
- MS POWERPOINT



## LANGUAGES KNOWN

- ENGLISH Read, write, speak
- MALAYALAM Native
- HINDI Read, write
- TAMIL speak
- ARABIC Read, write

## CAREER ABRIDGMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

- Expertise in accounting packages such as Tally etc.
- Proficient in MS office applications especially in MS Excel
- Multitasking capabilities
- Adaptive, flexible and committed deadlines
- Leadership Quality
- ability to work
- Communication skills
- Maintaining good relationship with clients
- Develop and maintain good working environment

## WORK EXPERIENCE

### Accountant and Audit assistant

Mooppen's Associates Alathur  
2023 June- Nov

### HR Associate

Ifortis worldwide pvt ltd. Bangalore  
2023 March - 2023 June

### Junior Accountant

Inmakes Infotech Pvt Ltd. Eranakulam  
2022 June - 2022 Nov

## PERSONAL DETAILS

- GENDER : FEMALE
- DOB : 18 - 08 - 2002
- NATIONALITY : INDIAN
- MARITAL STATUS : MARRIED
- PASSPORT NUMBER : V5715337

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above - mentioned particulars.

Thasleema S