



JAIMI MARIA ABRAHAM

CONTACT

📍 Electra road, Abu Dhabi

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☎ 0542026889

LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Hindi

TECHNICAL SKILLS

- MS Office
 - MS Word
 - MS Excel
 - MS Power Point
- Tally ERP 9
- Typing
- Office Administration

PERSONAL DETAILS

- Date of Birth – 10/12/1998
- Gender – Female
- Marital Status – Single
- Visa Status – Visit visa
- Passport No - X6266145

CAREER OBJECTIVES

To be associated with a progressive organization that demands the best of my professional ability in terms of excellent, analytical, organizational, leadership skills which will help me to explore myself fully and realize my potential and to be a part of a team that works towards the growth of the organization.

EDUCATION

- **M.com Finance & Taxation** from MG University - 2020 - 2022
- **Diploma in Modern Secretarial Practice** - 2019 – 2020
- **B.com Co-operation** from MG University - 2016 – 2019

EXPERIENCE

Ayva Agro Trading Company Kerala

- Accountant - 1 Year

St. John's Hospital Kattappana

- Accounts Trainee - 1 month

OTHER SKILLS

I am responsible, sincere and hard working. Sociable and capable of good relationship. Diligent and creative in my work. Prudent on dealings. I am believe in myself and cable of team work. I am a quick learner and listener. I am capable of solving problems wisely. I can adjust and adapt to the situations.

DECLARATION

I do hereby declare that the particular of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

JAIMI MARIA ABRAHAM