

BEEVI MAHINOOR BAVA MOIDEEN

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PERSONAL DETAILS:

Date of Birth 18th JUNE 1994
Marital Status MARRIED
Spouse Name BAVA MOIDEEN
Religion MUSLIM
Nationality INIDA
Gender FEMALE
Children's 1, Daughter, 2, Son

PASSPORT DETAILS:

Passport No: N8679409

Passport Valid: 29th May 2026

Resident visa: DUBAI, Husband Sponsor

Visa Validity: 07th March 2024

Address: Al Qusais 1 Dubai UAE

Languages known:

Read, Write and Speak – English and Tamil.

PERSONAL STRENGTH:

- Superlative Enthusiastic and hardworking.
- Possess positive attitude.
- Responsible towards work.
- Self-motivated and directed.

B.SC (INFORMATION TECHNOLOGY)

INTRODUCTION

To pursue a challenging career and be a part of a progressive organization that gives me enough scope to enhance my knowledge and skills and to be involved as a part of a team that dynamically works towards the growth of the organization.

EDUCATION

- **Bachelor's Degree in Science (B.Sc. IT)** from Dhanalakshmi Srinivasan College in Bharadidasan University. (2011-2014) Perambalur, Tamil Nadu –621212, India.
- 12th (HSC) Passed from GOVT. Girls School (2010) Labbaikudikadu Tamil Nadu 621108 India.

SOFTWARE EXPOSURE

- **Microsoft Programs:** Word, Excel, Power point, Access Outlook, SharePoint, Azure.
 - **Accounting:** QuickBooks, Basic and sage 50 pro accounting, oracle.
- **Operating Systems:** Unix, Linux, Windows, Mac OS X, iOS, Android.

WORK EXPERIENCE

March 2016 to January 2019 MAHI FOODS CO (LBK, Tamilnadu- 621 108, India) As Administrative assistant.

Administrative: Handle all administrative matters including screening calls and managing calendars, planning meetings, making travel arrangements, composing documents, and organizing offices for efficiency.

Communications: Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.

Computers: Expert user of Microsoft office, quickly learn and master modern technology.

SCOPE OF WORK

- Anticipating and meeting the needs of an office.
- Excellent verbal, non-verbal and written communication skills.
- Ensuring the confidentiality of all documentation and information.
- Competent in using Word and other Microsoft Products (Outlook & PowerPoint).

Declaration

I, hereby declare that all the information stated above is true to the best of my knowledge and if I am appointed, I will do my job with sincerity.

(BEEVI MAHINOOR.B)