



PERSONAL DETAILS

Nationality : Indian

Date of birth : 15/01/1996

Visa status : Residence

Marital Status : Married

Gender : Female

PASSPORT DETAILS

Passport No : S6709835

Expiry Date : 07. 10.2028

Language

English

Hindi

Malayalam

Tamil

HOBBIES

Reading

Traveling

CURRICULUM VITAE

DHANILA

Mob : +971 563087649

Email : dhanilaarun@gmail.com

Dubai – UAE

CAREER OBJECTIVE

A suitable position in an organization where I can utilize my skills and abilities, that will fit to my experiences and will contribute to the growth and development of the organization.

WORKING EXPERIENCE

- Worked as a **Office Assistant** in Kerala, India. (1Year Experience)
- Worked as a **Sales Assistant** in Kerala, India. (1Year Experience)

EDUCATION

- **Advanced Diploma in Computer Application.**
Sree Shankaracharya Computer Center. 01.2020 - 01.2021
- **Shankaracharya Accounts management and Banking Allied Training.**
Sree Shankaracharya Computer Center. 01.2018 - 01.2019
- **BA English.**
Kannur University. 06.2013 – 12.2012
- **Plus Two Commerce.**
Higher Secondary School Thayannur . 06.2010 –12.2012

COMPUTER SKILLS

- Word, Excel, Power point, MS Access.
- Accounting Software (Tally, Peachtree)
QuickBooks, Trad easy)

ACHEIVEMENTS

- **Certificate of National Service Scheme.**
Kannur University. 04.2014
- **Certificate of Kerala State Library Council.**
Kerala Library Council. 11.2016
- **Business Management, Manual Accounting**

SKILLS

- Good communication skills
- Excellent attention to detail
- Ability to work independently and work in a team
- Able to respond quickly in emergency situation
- Hard working, self-motivating and team player.

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief.

DHANILA