



KULSUM UNNISA

Address

DUBAI - UAE

Phone

+971 521559147

Email

Kulsumunnisa24@gmail.com

PERSONAL PROFILE

Date of Birth : 17/11/1999
Nationality : Indian
Marital Status : Married
Passport No : W0592999
Issue Date : 12/05/2022
Expiry Date : 11/05/2032
Visa Status : Residence Visa

EDUCATION

- Bachelor Of Commerce
Computers – Osmania
University at Hyderabad -
2021
- Pursuing Masters In
business
Administration finance,
Osmania university at,
Hyderabad
- Course completion
Business analytic with excel
Skill up by simplilearn
**DIGITAL MARKETING
FUNDAMENTALS IIDE THE
DIGITAL SCHOOL**

LANGUAGES KNOWN

- ENGLISH
- Hindi
- Urdu

PROFILE SUMMARY

To Obtain a Creative and challenging Position in an organizing that give me an opportunity for Self. improvement and leadership, while Contributing to the Symbolic Growth of Organization with my Technical Innovative and logical Skills.

EXPERIENCE

Company : Telecom
Position : Sales Executive
Location : Dubai, UAE
Duration : 4 months

SKILLS

- Problem Solving Skills. ...
- Critical Thinking Skills. ...
- Flexibility. ...
- Communication Skills. ...
- Teamwork. ...
- Organization Skills. ...
- Creativity. ...
- Emotional Intelligence.
- Hard working
- Time management
- Interpersonal
- Good communication skills

RESPONSIBILITY

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

DECLARATION

In the above view of the particulars please consider this application and give me an opportunity in your esteemed organization. If given a chance, that I would carry out my duties to your entire satisfaction