




MARIYAM FIJULA M G

OBJECTIVES

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

CONTACT

 fijulamariyam8108@gmail.com

 **+971 54 231 2115**

+971 54 735 3036

 **ABUDHABI**

PERSONAL DETAILS

NATIONALITY: **INDIAN**

DATE OF BIRTH: **30-01-2002**

RELIGION: **ISLAM**

SEX: **FEMALE**

MARITAL STATUS: **MARRIED**

PASSPORT NUMBER: **U 3043080**

VISA STATUS: **VISITING VISA**

LANGUAGES

- English
- Hindi
- Malayalam

WORK EXPERIENCE

Ace ACCOUNTS INDIA

2023- 24

[worked an administrator, student's counsellor and data entry of their one of the main branches.

EDUCATION

- **Bachelor of commerce with co-operation [b.com] [Kannur university]**
2019- 22
- **Higher secondary [Kerala board of higher secondary of examination]**
2017- 19
- **SSLC [Kerala board of examination]**
2016- 17

PROFESSIONAL QUALIFICATION

- Business accounting and taxation [synergy school of business studies]
(Expert in **TALLY PRIME** including **VAAT & GST**)
- MS OFFICE with ADVANCED EXCEL [livewire institution]

SKILLS

- Tally ERP.9 & PRIME
- MS OFFICE
- Flexible & adoptable
- Fast learning
- Planning co-ordination
- Data entry
- Self- motivated
- Interpersonal communication
- Multitasking ability

DECLARATION

I hereby do solemnly affirm that the details furnished hear are true to the best of my knowledge and belief. For any discrepancies found, I shall fully responsible.

PLACE: ABUDHABI

MARIYAM FIJULA M G