

CURRICULUM VITAE



**M.NASRIN BANU
MOHAMED ISHAK**

Dubai, UAE

Mob: +971 – 52 – 8759989

Email:

imranishaknasrin@gmail.com

PERSONAL DATA

DOB: March 17

Gender: Female

Nationality: India

Marital Status: Married

Religion: Islam

PASSPORT

Passport No: U2981983

Visa Status: Husband Visa
upto 01.08.2024

Experience

Job Role: Cashier Receptionist

[From: January 2015] – [To: June 2017]

Sitthi Residency, Kumbakonam, Tamil Nadu, India.

Education

Diploma Tally Prime [NST Spotlight Online Academy].

Communication Language

English, Malayalam, Tamil, [Hindi – Reading].

Job Personality

Tally Prime Proficiency: Completion of the course, mastery of specific modules, and certifications obtained.

Financial Acumen: Understanding of bookkeeping, financial statements, and budgeting to manage financial data.

Analytical Thinking: Ability to analyze financial information and generate insights with Tally Prime.

Organizational Skills: Strong organizational abilities in managing accounts, invoices, and financial records.

Problem-Solving Skills: Ability to troubleshoot and resolve issues related to Tally Prime functionalities.

Personal Management

- Time Management
- Self – Motivation
- Continuous Learning
- Ethical Conduct
- Teamwork and Collaboration