

# BASILA SHARIN MK

Accountant | Receptionist | Teachers Assistant  
Data entry | office Administration



## Contact

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## About Me

Seeking a dynamic role that utilizes my versatile skills in administration, education, and data entry operator to drive growth, support development, and deliver exceptional service, while continuously learning and growing.

## Skills

- Communication skill
- Team Player
- Highly Motivated
- Positive Attitude
- Fast Learner
- Leadership Ability

## Education

- **BSc Geology**  
University of Calicut 2016 - 2019
- **HSE - Science**  
Board of Kerala 2014 - 2016
- **Certified**  
**Cresh and PreSchool Management (CPSM)**  
Board of Kerala 2014 - 2016
- **SSLC**  
Board of Kerala 2013 - 2014

## Experience

- **Receptionist** 2021 - 2023  
LCC Computer Education, Kuttippuram (INDIA)  
Experienced receptionist with a strong background in managing front desk operations, greeting visitors, and handling administrative tasks efficiently. Known for excellent communication skills, a friendly demeanor, and the ability to multitask in a fast-paced environment.

## Computer Skills

- Ms Word
- Ms Excel
- Ms Powerpoint
- Tally Financial Accounting
- Peachtree
- Data EntryOperation (English and Arabic)
- Internet Application

## Languages

- English
- Arabic
- Hindi