



+971- 54 264 3600

raseenarasheed662@gmail.com

Dubai - UAE

VISA STATUS : VISIT VISA

COMPUTER SKILLS

- Tally ERP 9
- MS Office
- Internet Handling

KEY STRENGTH

- High Ability and Adaptation skills to work within team.
- Good Organizational and problem-solving skills.
- Ability to work in a high-pressure environment.
- Ability to learn anything new in a short period of time.

LANGUAGES

- English
- Malayalam
- Tamil

RASEENA T A

I am an administrative support professional offering a versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

WORK EXPERIENCE

Assistant Accountant

Jan 2022 - Oct 2022

INTERACT Computer Sales - Thrissur Kerala

- Maintain digital and physical financial records.
- Enter financial transactions into internal databases.
- Create and update expense reports.
- Preparing Bank Reconciliation Statements.

EDUCATION

MBA in HR (Human Resource)

Bharathiar University
pursuing

M.A. ENGLISH

University of Calicut
2018 - 2020

B.A. ENGLISH

University of Calicut
2015 - 2018

PROFESSIONAL QUALIFICATION

IDMA (International Diploma In Master Accounts)

HOSPITAL ADMINISTRATION - TUV SUD Certificate

ISSD [International school of skill development]