

# FATHIMA SABANA



## Contact

Email:

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+91-8300435380

+91-8508414113

## personal Information

Gender : Female

Marital Status : Married

Husband name : Anish Rahuman

Nationality : Indian

Languages : Tamil, English,  
Malayalam

Date of Brith : 12/02/1993

## Hobbies

- Reading
- Cooking
- Gardening

## Passport Detail

passport No : T3668997

Date of Issue : 18/09/2019

Date of Expiry : 17/09/2029

## Skill Highlights

- Negotiation
- Complex problem solver
- Innovative
- Problem resolution

## Experience

Job Title : 01/2016 to 12/2017

Company Name : Transorze Solution

Designation : Student counselor

- Improve parent/teacher relationship
- Help students plan for their futures by guiding them in building a career
- Manage all accounting transactions
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable

Job Title : 03/2018 to 07/2020

Office Name : Municipality office

Designation : Computer operator

- Entering all the data into different computer databases
- Maintaning accrate up-to-data
- Setting up computer and other hardware devices

## Education

Postgraduate Degrees–(2014-2016)

Name of the University : Manonmaniam Sundaranar Uniercity

Degree : Master of science in botany

Class : FIRST

Bachelors Degree Degrees–(2010- 2013)

Name of the University: Manonmaniam Sundaranar Uniercity

Degree : Plant biology and plant biotechnology

Class : FIRST

## Certifications

- MS Office
- DTP

## Declaration

I hereby declare that the above-furnished information is true and correct to the best of my knowledge and belief

Place: Tamil Nadu, India.

Fathima Sabana A.R