

**Mubeena C Ismail**

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## RESUME

### Objective:

Work in an environment that challenges me to continue learning, at the same time to be able to utilize my skills to achieve organization targets. To create a workspace that is continual growth with opportunities for advancement

### Experience

❖ Accountant  
Key Stone Real Estate  
Thrissur-Kerala

- Handling Key responsibilities of Salary distribution to various banks
- Maintain proper and organized filing system of Company record
- Undertake any additional assignments / projects entrusted by the line management and complete them as per requirement
- Provides information to customers by verifying understanding of request
- Recommend changes that could provide a better experience to customers
- Records all customer requests and forward those requests to concerned Team
- Ensure compliance of company standards and procedures in providing customer services
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Assist Sales team on daily basis in any given task

### Educational Qualifications

- ✪ Bachelor of Commerce (B. Com)
- ✪ Higher Secondary Examination (HSE)
- ✪ Secondary School Leaving Certificate Examination (SSLC)

### Personal Qualities

- ✓ Highly motivated and results oriented professional
- ✓ Excellent ability in analyzing and solving problems
- ✓ Ability to work under pressure and to meet deadlines
- ✓ Accuracy and attention to details
- ✓ Forecast and Time Management
- ✓ Adaptable in changing work procedures/environment
- ✓ Possess consultative approach to communications
- ✓ High degree of Confidence and maturity to handle matters with tact and discretion
- ✓ Good telephone etiquette along with excellent interpersonal and communication skill
- ✓ Ability to handle a variety of task simultaneously and often under pressure
- ✓ Have good knowledge of keeping track of files and records
- ✓ Can arrange and manage functions and meetings
- ✓ Can get along with age group
- ✓ Can cope with stressful situation

### Computer Qualifications

- 🖨 Operating Systems: MS Windows 98, Millennium, Server 2000-03, XP, Vista & Windows 7, 8 & 10
- 🖨 Office Automation: MS Word, MS Excel, MS Power point
- 🖨 General: Internet Applications

### Personal Details

Date of Birth	:	19-July-1996
Marital Status	:	Married
Nationality	:	Indian
Visa Status	:	Visit Visa

### Languages Known

English	:	Read, Write & Speaks
Malayalam	:	Read, Write & Speaks
Hindi	:	Read, Write & Speaks
Arabic	:	Read & Write

*I hereby certify to the best of my knowledge and belief that, the above written are true and correct*

***Mubeena C Ismail***