

Curriculum Vitae

NAFIYA K.T

Mobile No :+971566237018(U.A.E)

Email:-samshnafi@gmail.com



Objective

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

JOB SKILL

- Ambitious, hardworking and committed to excellence.
- Ability to work for long hours with under pressure.
- Ability to work independently, effectively, and efficiently.
- Excellent communication and presentation skill.
- Fast learner, adapt well to changes and pressures at workplace.
- Work effectively with diverse group of people, friendly with a good attitude.

JOB DESCRIPTION AND RESPONSIBILITIES

- ✓ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ✓ Documents financial transactions by entering account information.
- ✓ Recommends financial actions by analyzing accounting options.
- ✓ Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- ✓ Substantiates financial transactions by auditing documents.

PERSONAL DETAILS

Name : Nafiya K.T
Nationality : Indian
Date of Birth : 18-07-1997
Gender : Female
Marital Status : Married
Language Known : English, Hindi, Malayalam & Kannada

PASSPORT DETAILS

Passport No : U5274464
Nationality : Indian
Issues Date : 26-02-2020
Expiry Date : 25-02-2030
Visa Status : Husband Visa

EDUCATION DETAILS

Plus Two , B .Com

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response. Please do not hesitate to contact me if you require references from any of my previous employers.

NAFIYA K.T

