



## CONTACT ME

- +971 523780862
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- Bur Dubai-UAE

## EDUCATION

- M.Sc Mathematics, University of Kerala, 2021
- B.Sc Mathematics, University of Kerala, 2019
- Plus Two, Bio Maths Higher Secondary Board in Kerala, 2016
- Tenth, CBSE, 2014

## PERSONAL DETAILS

Passport No.	: V4452471
Visa Status	: Spouse Visa
Nationality	: Indian
Gender	: Female
Marital Status	: Married

## LANGUAGES KNOWN

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

## SKILLS

- Cash Handling Expert.
- Strong team player.
- Microsoft Excel expert.
- People management skill.
- Creativity and numerical ability.
- Strong administration skills.

# FARSAN SULTHANA



## PROFILE SUMMARY

An MSC Mathematic is looking to enhance my education and professional skills in a stable and dynamic work place to utilize my skills and knowledge appropriately, An opportunity to work in your organization is very appealing, and I believe that my education will make me a competitive candidate.

The key strengths that I possess for success in this position include but are not limited to the following:

- Provide exceptional contribution to my team
- Strive for continued excellence
- Strong communication skills
- I am a self-starter
- Eager to learn new things
- Self Motivated



## WORK EXPERIENCE

**Account Assistant (2021 June - 2023 Jan)**  
**Jasmine Nursery**

- Recorded and tracked daily business activities
- Handled a large volume of incoming calls and responded to a whole range of customer enquires
- Providing excellent customer service
- Processed accounts receivable including the order entry and billing of approximate 150 invoices weekly
- Processed payment transactions and bank recollections
- Communicating suppliers on daily basic and purchasing of goods
- Distributed wages/salaries to labours on time
- Selling of plants and trees to customers

## TUTOR

**Saparya Academy For Education**

- Teaching mathematics for students from class 5 to plus two
- Evaluating students by conducting examinations
- Ensured the topics are well understood by the students
- Encourage and motivate students for preparing their exams

## DECLARATION

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

FARSAN SULTHANA