



SHYMA ANEESH

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CAREER OBJECTIVE

To achieve a challenging in the industry, in my chosen field, where my capabilities can be exploited for the growth of the company and there by achieve rapid carrier growth.

MY STRENGTHS:

Friendly, Pleasing
personality, Positive
attitude, Honest,
Dedication, Hard work.

PRACTICE

Accounting Practice,
(software- Tally,Actis,
Trade Easy, Trade Soft,
Zukai)

PROFESSIONAL EXPERIENCE

- Currently working in **Al Razouki International Exchange** as **FOREX Counter Staff** (2020 – present)
- **Al Mona Exchange, Dubai** as a **cashier** (2018 to 2020)
- **Experience in Remittance, Bank Deal, Rate fixing, Files uploading and sending to Bank**
- Worked as a **Cashier** in **Baniyas Spike Trading Company, 'Abu Dhabi** (2013 to 2018)
- Worked as **Accountant** from **Mango Bakes, Kannur, India** (2013)
- Worked as an **Office Secretary** at **Emaco Service co, Doha, Qatar.** (2012 October to 2013 June).
- Worked as an **Accountant** at **Iron Garners Kerala.** (1997 to 2012)

COMPUTER SKILL

- Practical Accounting with Tally, Internet from Sree Shankaracharya Computer, Kannur, Kerala. (2006).
- MS Office (MS Word, MS Excel) from Nityananda BavanComputer Centre, Kannur, Kerala. (1999)
- Typewriting English

COMPETENCIES

Identifying key issues, leadership skills, diversity issues, budgetary control, behavior management, team player information, gathering coaching staff.

Getting Information – observing, receiving, and otherwise obtaining information from all relevant sources.

Communicating with Supervisors, Peers, or Subordinates, Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Performing Administrative Activities- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

EDUCATION

- **B.Com** from Calicut University (Course Completed- 1996)
- **Pre-Degree** from Calicut University (Course Completed -1992)
- **S.S.L.C**- 1990

LANGUAGES KNOWN

- Malayalam (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- English- (Read, Write, Speak)
- Tamil (Speak)
- Arabic (Speak)

PERSONAL INFORMATION

Name	:	Shyma Aneesh
Father's Name:		Govindan
Date of Birth	:	28-04-1974
Nationality	:	India
Religion	:	Hindu
Sex	:	Female
Civil Status	:	Married

DECLARATION

I hereby declare that the above-mentioned details are correct & true to my knowledge and belief.

