



AMAL ALI KA

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OBJECTIVE

To be a part of dynamic and growing organization where I can make meaningful contribution towards betterment of the organization, and which encourages continual learning to enhance my technical skills and apply those to improve the efficiency and productivity.



PERSONAL DETAILS

Date of Birth : 07-02-1998
Marital Status : SINGLE
Nationality : INDIAN
PASSPORT NUMBER : T5013663
PASSPORT VALIDITY : 17 April 2029



SKILLS

- Good Interpersonal skills and ability to communicate effectively.
- Improvement drive - desire to find better ways of doing things.
- Ability to work well under pressure and deliver quality results on time.
- Learning from mistakes being prepared to try things to find what works.
- Excellent organizational skills, accuracy and attention to detail.
- Capability in Relationship Building.
- Openness to experience.
- Strong investigation and Analytical skills.



LANGUAGES

ENGLISH
MALAYALAM



EXPERIENCE

January 2021 - -
June 2021

Garam Chai Hotel, Kerala, India. (Part time)

Accountant and Managing Store

Managing between work and Labours

Customer Management.

Managing daily purchase activities.

Controlling salary pay roll

July 2021 -
December 2021

Cashier/Storekeeper

Aircraft cleaning staff at **CIAL**



EDUCATION

2018-2021

Mahatma Gandhi University
Bachelor of Business Administration

2017-2018

kerala state syllabus
Higher Secondary Education

2015-2016

kerala state syllabus
High School Education



TECHNICAL EXPERTISE

- Computer literate (basic knowledge of MS Windows Excel, word and internet systems).
- Good working knowledge of office software (Word, Excel, PowerPoint) and a good level of computer literacy.
- Proficient in English Typing.
- Data Base Management.