

CURRICULAM VITAE

Name : FASNA C.B

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Career Objective

To obtain a challenging position in a dynamic organization, offering opportunities to show my abilities and to acquire valuable experience thus contributing towards the prosperity and continuing growth of the organization

Educational Qualifications

Course	Institution	Board	Month & Year of passing
MBA	Chemmanur Academy	M.G university	April 2016
B.Com with Computer Application	M.E.S. Asmabi College, Vemballur	Calicut University	March 2014
Higher Secondary	Govt. Higher Secondary School , Kodugallur	Board of Higher Secondary Education	March 2011
S.S.L.C	GHSS Edavilangu	General Education	March 2009

Professional Skills:

- Strong inter- personal and communication skills
- Ability to understand easily new concepts with minimum refractory time
- Perseverance and Integrity to Work
- High adaptability
- Innovative thinking

Professional Experience:

Company : DINNIES Group of companies
Reporting to : Manager
Industry : Hotel & Event management
Experience : Accountant
Duration : APRIL 2018 to January 2020

Nature of work:

- Maintain financial records.
- Direct and coordinate activities of other accountants and clerical workers performing accounting and bookkeeping tasks
- Conduct performance appraisal/review for all members of the department
- Preparing Profit and loss Accounts and the Balance sheet for Senior management
- Producing an accurate set of month-end accounts, With comparisons to forecasts and previous periods

IT Skills

- Post Proficient in Microsoft Office (Word, Excel, Power point)
- Tally ERP.9
- Advanced Microsoft Excel

Personal Profile

Date of Birth : 11-03-1993
Sex : female
Nationality : Indian
Marital Status : married
Language known : English, Malayalam (read & write)
Hobbies : Traveling, Cooking

Declaration

I hereby declare that the above statements are correct to the best of my knowledge and belief. If I am given a chance to work in your esteemed organization, I assure you to deliver my duties to the fullest satisfaction.

FASNA C.B